

Upper School Student & Parent Handbook

2011-2012

*The mission of the Hawai'i Preparatory Academy
is to provide exceptional learning opportunities
and a diverse community honoring the traditions of Hawai'i.*



65-1692 Kohala Mountain Road
Kamuela, Hawai'i 96743

Phone: 808-885-7321 ■ Fax: 808-881-4003

Web: www.hpa.edu

Table

OF CONTENTS

	MESSAGE FROM THE PRINCIPAL	1
1	INTRODUCTION	2
	About This Handbook ¹⁻⁰¹	2
	School History ¹⁻⁰²	2
	Mission ¹⁻⁰³	3
	Purpose ¹⁻⁰⁴	3
	Non-Discrimination Statement ¹⁻⁰⁵	3
	Expected School-Wide Learning Results ¹⁻⁰⁶	4
	National Association of Independent Schools Principles of Good Practice ¹⁻⁰⁷	5
2	GENERAL INFORMATION	6
	Assemblies ²⁻⁰¹	6
	Attendance/Absence from Class ²⁻⁰²	6
	Flagpole Round-Ups ²⁻⁰³	7
	Bookstore and Post Office ²⁻⁰⁴	8
	Drivers Education ²⁻⁰⁵	8
	Cellular Phones and Electronic Devices ²⁻⁰⁶	8
	Communication ²⁻⁰⁷	8
	Advisors ²⁻⁰⁸	9
	Counseling ²⁻⁰⁹	9
	Day Student Work Program ²⁻¹⁰	9
	Dining Hall/Food Service ²⁻¹¹	9
	Emergency Preparedness ²⁻¹²	10
	Library ²⁻¹³	10
	Lost and Found ²⁻¹⁴	11
	Parent Concerns ²⁻¹⁵	11
	Lockers ²⁻¹⁶	11
	Visitors To Campus ²⁻¹⁷	11
	Security ²⁻¹⁸	12

continued >

TABLE OF CONTENTS

Transportation/Vehicles On Campus²⁻¹⁹12

Student Activities²⁻²⁰12

Student Government²⁻²¹12

Dress Standards²⁻²²14

3 ACADEMICS 16

 Registering for Classes³⁻⁰¹16

 Classroom Behavior³⁻⁰²16

 Graduation Requirements³⁻⁰³17

 Course Sequence³⁻⁰⁴18

 Academic Testing³⁻⁰⁵19

 Advanced Placement Courses³⁻⁰⁶19

 Independent Study³⁻⁰⁷19

 Transfer and Summer School Credits³⁻⁰⁸19

 Assignments and Homework³⁻⁰⁹19

 Exams³⁻¹⁰19

 Grades and Reports³⁻¹¹19

 Service Learning³⁻¹²20

 Awards and Scholarships³⁻¹³20

 Transcripts³⁻¹⁴20

4 ATHLETICS 21

 Program Description⁴⁻⁰¹21

 Sports Terms⁴⁻⁰²21

 Signing Up for Sports⁴⁻⁰³21

 Eligibility for Sports⁴⁻⁰⁴21

 Illness During Sports⁴⁻⁰⁵22

 Athletic Facilities⁴⁻⁰⁶22

5 CITIZENSHIP: COMMUNITY EXPECTATIONS 23

 Honor at the Upper School⁵⁻⁰¹23

 Citizenship System⁵⁻⁰²27

 Attendance in Academic Classes⁵⁻⁰³27

continued >

TABLE OF CONTENTS

Student Behavior and Attendance at Other Commitments ⁵⁻⁰⁴	31
Citizenship Behaviors and Possible Consequences/Demerits ⁵⁻⁰⁵	31
Weapons On Campus ⁵⁻⁰⁶	32
Drug/Alcohol Policy ⁵⁻⁰⁷	33
End of Year Traditions and Responsibilities ⁵⁻⁰⁸	34
Dismissed Students ⁵⁻⁰⁹	34
Search and Seizure of Lockers, Backpacks, and Computer ⁵⁻¹⁰	34
Information Technology ⁵⁻¹¹	34
6 STUDENT SERVICES	36
Accounting/Business Office and Financial Services ⁶⁻⁰¹	36
Health Services ⁶⁻⁰²	38
Sexual Language and Activity Between Students ⁶⁻⁰³	44
Inappropriate Public Displays of Physical Intimacy ⁶⁻⁰⁴	44
Sexual Activity Between Consenting Students ⁶⁻⁰⁵	45
7 RESIDENTIAL LIFE	46
Our Residential Life Purpose Statement ⁷⁻⁰¹	46
Our Residential Life Goals ⁷⁻⁰²	46
Our Measure of Residential Life Success ⁷⁻⁰³	46
Residential Life Contact Information ⁷⁻⁰⁴	47
Dorm Parent On Duty ⁷⁻⁰⁵	47
Dorm Parent Duty Shifts ⁷⁻⁰⁶	47
A Note to Students and Parents ⁷⁻⁰⁷	48
Daily Schedule ⁷⁻⁰⁸	48
Study Hall ⁷⁻⁰⁹	49
Five-Day Boarding Procedures ⁷⁻¹⁰	51
Activities ⁷⁻¹¹	51
Enrichment Program ⁷⁻¹²	51
Residential Work Program ⁷⁻¹³	51
Rooms and Roommates ⁷⁻¹⁴	52
What to Bring or Purchase on Arrival ⁷⁻¹⁵	53
Shared Spaces ⁷⁻¹⁶	54
Dorm Prefects ⁷⁻¹⁷	55

continued >

TABLE OF CONTENTS

Dorm Meetings ⁷⁻¹⁸	55
Accountability ⁷⁻¹⁹	55
Campus Boundaries ⁷⁻²⁰	56
Communication ⁷⁻²¹	57
Dorm Visitation ⁷⁻²²	57
Dining Hall / Food Service ⁷⁻²³	58
Media Policy ⁷⁻²⁴	58
Student Mail ⁷⁻²⁵	58
Vehicle Policy ⁷⁻²⁶	58
Travel Days ⁷⁻²⁷	59
Health Services ⁷⁻²⁸	59
Security ⁷⁻²⁹	61
International Students ⁷⁻³⁰	61
8 PARENT PARTICIPATION	65
Alumni Association ⁸⁻⁰¹	65
Booster Club ⁸⁻⁰²	65
‘Ohana Association ⁸⁻⁰³	65
Development and Fundraising ⁸⁻⁰⁴	66
Gifts to HPA Employees ⁸⁻⁰⁵	66
CONTACT INFORMATION	69
HANDBOOK ACKNOWLEDGMENT FORM	70

Message

FROM THE PRINCIPAL

August 15, 2011

Aloha Students and Parents:

We are honored that you have chosen HPA and the educational program to be featured during our 2011-2012 academic year. Certainly, we look forward to all that the new year will be offering to you and our entire HPA community.

Of course, the words “community” and “educational program” in a school such as ours encompass not only all that happens in the classroom but also the many activities occurring in the dozens of endeavors and learning opportunities that occur outside the classroom. With this handbook, we are pleased to present you with a compilation of our best efforts to inform you of the expectations we have for HPA students and for their parents or caregivers. Like all communities and ordered societies, some boundaries must exist. The boundaries and parameters within which we here at HPA operate are found within these pages.

Please read this handbook carefully and familiarize yourself with its contents. As of the date of enrollment, each student and each parent or other responsible caregiver will be presumed to be familiar with the handbook and its various passages and provisions. Of course, if clarification is needed with respect to any matter included herein, any parent and any student is encouraged to contact the appropriate HPA official for further information.

We look forward to a wonderful 2011-2012 year at Hawai'i Preparatory Academy, and we trust that you do, too. Our best wishes to you and yours as we move onward and upward together!

Sincerely yours,

Lindsay R. Barnes, Jr.

Lindsay R. Barnes, Jr.
Headmaster

Shirley Ann K. Fukumoto

Shirley Ann K. Fukumoto
Assistant Headmaster

Mark A. Noetzel

Mark A. Noetzel
Principal, Upper School

Chapter 1

INTRODUCTION

About This Handbook ¹⁻⁰¹

The Upper School Student Handbook is designed to help students become acquainted with the school. The teachers and staff are here to help you obtain the best education; however it is up to you to work diligently and do your best. As representatives of the community and our school, we trust that this year will be a positive, rewarding venture filled with high expectations and achievable goals.

Like most communities, HPA must ensure a balance between individual freedom and group welfare. The expectations described herein attempt to protect the individual's right to grow in an atmosphere that also respects the privacy, rights, and property of everyone.

No attempt is made to cover every detail of conduct and procedure. Using this guide as a reference—and emphasizing your own sense of good taste, concern for others, and personal integrity—will provide you with the directions you need to be a successful and responsible citizen of the HPA community.

Ignorance of the rules and expectations outlined in this student guide does not constitute an acceptable excuse for inappropriate behavior or failure to adhere to rules and expectations. All students must possess a copy of the most current Upper School Student Guide and are expected to review it on a regular basis and be knowledgeable of its contents.

School History ¹⁻⁰²

Hawai'i Preparatory Academy was founded on March 12, 1949, when Episcopal Bishop Harry Kennedy and a

group of Big Island citizens signed the Articles of Incorporation for Hawai'i Episcopal Academy. The school has grown from five boarding students in a World War II building in Waimea to about 600 students on two campuses encompassing more than 220 acres in the midst of the world-famous Parker Ranch.

Springing from Bishop Kennedy's vision, the early school struggled with facilities and financing. A turning point came in 1954, when James M. Taylor left Choate School in Connecticut to become headmaster, bringing with him strong values and educational ideals. Three years later, two Honolulu firms pledged substantial financial assistance and the church surrendered its direction to a new governing board. The school was then independently incorporated and the name changed to Hawai'i Preparatory Academy.

In January 1958, the board of governors purchased from the Territory of Hawai'i 55 acres of land in the foothills *mauka* of the Kawaihae-Kohala junction and announced plans to build a campus there. Within a year, two dorms opened on the new campus and another was cut and moved from the Waimea campus. Old Air Force buses piloted by faculty members made daily runs between the new campus, where boarders ate and slept, and the old campus, where classes were held. The last class to graduate on the Waimea campus was the Class of 1959. The building years began.

Honolulu architect Vladimir N. Ossipoff was retained to design the campus buildings—five classrooms, two

residence halls, a chapel, a library, an administration building, and a dining commons.

In 1976, HPA acquired the buildings of the Waimea Village Inn from Woodson K. Woods, a member of the school's board of governors. Growing out of the "Little School" founded in 1958 by Mrs. Taylor to accommodate children of HPA faculty in the lower grades, the Village Campus today houses HPA's Lower and Middle Schools, encompassing kindergarten through eighth grade. The Village Campus celebrated its 30th anniversary in 2007.

The 1980s saw a continuing expansion of the school under the leadership of Headmaster A. Ronald Tooman. Adding 30 acres of Parker Ranch land to the Upper Campus, HPA became a multi-million dollar facility with two campuses, a student body of 400, and a faculty of 50. Besides the Village Campus, the school added the Institute for English Studies and a campus in Kailua-Kona for grades K-5, now the independent Hualalai Academy. Building projects included Atherton House, the headmaster's residence; Gates Performing Arts Center; and Dowsett Pool.

John R. Colson was appointed headmaster in 1991. Through the decade, student enrollment increased along with student achievement in academics, athletics, and the arts. In the 1990s, the school took 40 BIF and 11 state championships in a variety of sports. Recent classes have included a Presidential Scholar and several National Merit Scholars as well as a number of students honored for their work in academic fields. The Gerry Clark Art Center, completed in

INTRODUCTION

October 1998, offers classes for students and workshops for the community in a wide range of artistic fields. Drama students were selected to take part in an international art festival and HPA choir members are regularly selected for the State Honor Choir. The Davenport Music Center, dedicated in October 2000 and named in 2004, launched the expansion of the school's performing arts program to include stringed and wind instruments.

When Dr. Olaf Jorgenson was appointed as HPA's ninth headmaster in 2003, HPA was well positioned to maintain its tradition of excellence. The 4,100 sq. ft. Kō Kākou Student Union opened in May 2004, offering students more options in entertainment, relaxation, and recreation. During Dr. Jorgenson's tenure, the service learning program was expanded on both campuses as students took on about 60 service activities each year. More monies were dedicated to professional development opportunities and in 2005, there was a tenfold increase in teachers' request to pursue professional development opportunities compared to 2003. The HPA dining experience at both campuses was transformed in 2005 with the installation of new equipment, décor, and service bars. In fall 2006, faculty members moved into eight new single-family cottages at the Upper Campus. That fall, the entire community was reminded about the power of nature when a 6.7 magnitude earthquake hit Hawai'i Island on October 15. Recovery and repairs were costly and took several months, but the HPA Experience continued. Curriculum mapping and articulation became common activities for faculty and administrators and provided another link bridging the two campuses. In April 2006, the board of governors approved *Aspire*, an ambitious strategic plan that outlines the goals of the school and provides direction for the

years to come. Celebrating and honoring the traditions of Hawai'i took on more meaning for students and faculty when the school held its first annual *Ho'olaulea* and *Ho'ike* in the spring 2007. In December 2007, HPA adopted a five-year Sustainability Action Plan, a result of the *Go Green* initiative launched by Upper School students in a 2006 spring semester environmental science class.

On August 14, 2008, HPA broke ground for the new \$6.2 million Energy Lab, envisioned as the "catalyst for change." The 6,112 square foot facility was blessed on January 5, 2010 and officially opened on April 16, 2010. Dr. Bill Wiecking is the director of the facility and oversees the implementation of programs that link schools from throughout the state of Hawai'i, Asia, Europe, and the mainland to learn more about sustaining life on our planet.

On October 25, 2008, the Stanford W. Shutes Track was dedicated to the beloved long-time track and cross-country coach, teacher, and administrator. The new eight-lane all-weather track complete with vaulting pit and long jump areas and a new field will be completed during the 2010-2011 fall term.

With the 2008 appointment of Lindsay Barnes as HPA's tenth headmaster, the charge of overseeing the implementation of *Aspire* and the Sustainability Action Plan has been passed on. The momentum for seeing these initiatives through is great and the school is poised and ready to soar to even greater heights.

To fortify our commitment to preserving the traditions of Hawai'i, both campuses have introduced programs in Hawaiian language.

During the 2009-2010 school year, the school celebrated its 60th anniversary. With the opening of the Energy Lab,

HPA is preparing to lead the way in the study and production of renewable energies in the world's independent schools.

In April 2011, the International Living Building Institute (ILBI) announced that the Energy Lab achieved Living Building Challenge Certification, making it the world's greenest K-12 school building. The facility also was awarded Platinum-level LEED (Leadership in Energy and Environmental Design) for Schools 2.0 certification by the U.S. Green Building Council.

Mission¹⁻⁰³

The mission of the Hawai'i Preparatory Academy is to provide exceptional learning opportunities and a diverse community honoring the traditions of Hawai'i.

*Adopted by the Board of Trustees
(June 2005)*

Purpose¹⁻⁰⁴

Hawai'i Preparatory Academy encourages students to explore and realize their potential as individuals and as members of society. Realizing that the HPA Experience is a solid blend of all, we strive for a balance among academics, art, athletics, and service learning.

Non-Discrimination Statement¹⁻⁰⁵

Hawai'i Preparatory Academy has an instructional commitment to the principles of diversity. In that spirit, Hawai'i Preparatory Academy does not discriminate in violation of the law on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, national origin, or any other characteristic.

INTRODUCTION



Expected School-Wide Learning Results ¹⁻⁰⁶

It is Hawai'i Preparatory Academy's fundamental purpose to cultivate, nourish, and shape...

- **Competent learners who:**
 - Have sound academic skills.
 - Have broad knowledge in the core curriculum.
 - Are independent, resourceful, inquisitive, and creative.
 - Are able to use tools of learning such as libraries and technology.
 - Are informed about local and world affairs, both past and present.
- **Sophisticated and perceptive thinkers who:**
 - Obtain, assess, and integrate information.
 - Analyze, evaluate, and construct arguments.
 - Think critically and creatively.
- **Effective communicators who:**
 - Express themselves well in speech, writing, modern languages, and the arts.
 - Speak effectively to large and small groups.
 - Develop and express opinions, using a variety of information.
 - Listen objectively and critically.
- **Culturally aware individuals who:**
 - Respond to cultural differences with understanding, knowledge, and consideration.
 - Enjoy the arts as audience members, participants, and students.
 - Appreciate aesthetics and creativity.
- **Responsible individuals who:**
 - Understand the fundamental spiritual principles of faith, hope, and love.
 - Have an ethical and moral foundation.
 - Respect others despite differences in beliefs and backgrounds.
 - Work to improve the quality of life in our larger society.
- **Wholesome young men and women who:**
 - Are aware of and practice good fitness and nutritional habits.
 - Demonstrate initiative, confidence, purpose, and integrity.
 - Participate in school and community affairs.
 - Lead lives that are balanced intellectually, physically, emotionally, and spiritually while setting high standards for themselves.
 - Understand, appreciate, and support teamwork and its principles while recognizing the need for individual initiative and self-respect.

INTRODUCTION

National Association of Independent Schools Principles of Good Practice¹⁻⁰⁷

For Parents Working With Schools and Schools Working With Parents

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

• Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school might need to serve the student best.

• Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Chapter 2

GENERAL INFORMATION

No attempt is made to cover herein every detail of procedure and conduct. Students are expected to know the difference between proper and improper conduct and to conduct themselves as ladies and gentlemen.

Students shall display at all times due deference, respect, and courtesy to all:

- Other students
- Faculty/staff/administrators of HPA
- Employees of HPA including all Sodexo employees and security staff
- Visitors to HPA

Assemblies ²⁻⁰¹

Assemblies, run by the Upper School principal and student leaders, are held every Monday for the purpose of sharing information about recent and upcoming events. All students and all faculty must attend. Faculty/staff members and club representatives can make a request for an announcement by completing the online announcement form at honu.hpa.edu. Announcements received by noon on Thursday will be included in the Monday morning slideshow. The information shared at assemblies is posted online at www.hpa.edu.

Attendance/Absence from Class ²⁻⁰²

• Reporting Absences

Parents/guardians are required to inform the Upper School Office if their child is, for any reason, unable to attend all or part of school that day. This includes being tardy to school or leaving campus for any reason (e.g.,

medical appointment, special event). Parents/guardians must inform the Upper School Office (phone: 808-881-4002; e-mail: upperschool@hpa.edu) by 9 a.m., the morning their child will miss school. This information is included in the daily bulletin. Parents are asked to indicate the reason for the absence (e.g., illness, family emergency, religious observance).

To be excused for missing required events due to medical appointments, students, upon their return, must submit to the Upper School Office or the infirmary, a signed note from the doctor's office for the absence.

• Absence From Class

Students are expected to attend all classes they are enrolled in. If a student misses a class during the school day due to illness or an unexcused absence (not including previously scheduled doctor's appointments), he/she may not participate in any school game/match for that day.

• Illness

Students must exhibit legitimate signs of illness (fever, vomiting, etc), or in the experienced opinions of the nurses be genuinely sick, to be excused from school obligations. Vague symptoms, or "being tired," typically are not considered legitimate reasons to stay in the infirmary. Students who do miss an obligation on a given day by staying in the infirmary and then "miraculously" recover just after math tests, or prior to free periods, etc., may be required to remain in the infirmary

until the end of the program day at 5 p.m. Exceptions to this policy are rare and only will be made by the nursing staff.

• Communicable Illness

If a student is returning to school following a communicable illness, e.g., conjunctivitis, mononucleosis, strep throat, flu symptoms, etc., he/she must submit a doctor's clearance to the school nurse prior to returning to classes.

• Planned Absences

The school calendar lists all early dismissal days and the days when school is not in session. Whenever possible, parents/guardians should make every effort to schedule appointments and travel (including college visits) to minimize conflict with school obligations (including leaving early or returning late). If the absence is unavoidable, contact the Upper School Office. These absences should be planned carefully so a student's grades and eligibility to remain in a class are not jeopardized due to excessive absences.

In cases where students are aware in advance of absences (including field trips that impact other classes), the student is required to complete and submit a leave request form (available) prior to the absence. It is the student's responsibility to obtain assignments and to complete all work missed during the absence. Students must complete work missed during an absence, given the circumstance, at the discretion of the administration. Con-

GENERAL INFORMATION

sult with individual teachers regarding specific make-up work deadlines and procedures before leaving.

- **Unexcused Absences**

Students who have an unexcused absence from class will receive four demerits and will have academic consequences in that class, per department and school policy. To work off the demerits, the student will be assigned to serving school lunches by the citizenship coordinator as needed, until the demerits are worked off. Upon a second unexcused absence in any class, the student will face a disciplinary hearing with a representative of the school administration and his/her advisor. For a second, or more unexcused class absence, the student will receive further academic markdowns and additional demerits.

- **Excessive Absences and Extended Absences**

Students with extended absences for illnesses or other reasons are to coordinate their makeup work with their advisor and their teachers. The school will work with any student who has fallen behind academically due to legitimate and prolonged absences.

Students who have excessive absences in a class will meet with their advisor, the assistant headmaster, and either the dean of student life, citizenship coordinator, or the principal to determine a plan for academic success. Please note, students who continue to accrue nine absences (excused or unexcused) in a semester risk loss of credit for courses taken that semester unless prior arrangements have been made with the principal. Students in

AP classes will be held to fewer misses due to the nature of completing college coursework.

- **Missed Assignments or Tests**

Assignments can be sent home or faxed upon request. In cases where students are aware in advance of absences (including field trips if missing another teacher's class), the student is required to complete a leave request and submit it to the Upper School Office prior to the absence. It is his/her responsibility to obtain assignments and to complete all work missed during the absence. In the case of planned or excused absences, students must complete work missed during an absence per the teacher instructions.

If a student misses a class where there is a quiz or test scheduled or a paper due, but attends other classes later the same day, that student will be expected to submit the paper that day or take the test at the discretion of the teacher, regardless of other commitments.

- **Calculating Grades**

In the event of a student's excused absence from any test or examination, the procedure regarding the computation of weekly, monthly, or yearly grades shall be as follows:

1. Final marks shall not be computed until the student has been given the opportunity to make up missed examinations. It is the student's responsibility to arrange make-up examinations with the instructor.
2. Students will have one week to make-up all missed tests, upon their return to school. An

individual make-up test will be given at a time to be determined by the individual teacher. In the case where a student has missed multiple tests, make up tests will be arranged through the Upper School Office.

3. The Upper School principal may postpone the date of a make up exam when deemed appropriate.

- **Tardies**

Students who are tardy to class will have the tardy recorded by the teacher as a demerit. (*NOTE: Four demerits will result in assigned school service during lunch.*) Students who are late to class meetings, chapel, formal dinner, or other school-wide meeting, receive a tardy.

Students who are tardy to class because they were working with another teacher must obtain a tardy slip from the teacher to give to their next instructor.

Flagpole Round-Ups²⁻⁰³

The entire Upper School gathers on most Friday mornings for a community get-together at the flagpole area. This HPA tradition is led by the headmaster and provides an opportunity at week's end to acknowledge accomplishments of members of the community, to highlight important news events or personal stories from which sound lessons in living can be derived, to announce certain school-sponsored activities for Saturday and Sunday, and to remind everyone of the need to make wise decisions over the course of the weekend.

GENERAL INFORMATION

Bookstore and Post Office²⁻⁰⁴

The HPA Bookstore is located in the Wishard Administration Building at the Upper Campus. The bookstore is open from 8 to 11:30 a.m. and from 12:30 to 3 p.m. Monday through Friday. All necessary textbooks and supplies are available from the bookstore. In addition to school supplies, the bookstore sells personal items such as toiletries and a large selection of casual clothing with the HPA logo.

The bookstore also is an official post office sub-station. Students may receive and mail letters and parcels from this facility. All Upper School students have an assigned mailbox in the bookstore. Students are expected to check their boxes on a regular basis.

- **Bookstore Refunds and Buyback Policies**

To receive a full refund for a book purchased from the bookstore, the book must be returned within seven days from date of purchase and must be in the same condition as when it was purchased (with no writing in or on it). Returns will not be accepted again until the end of the school year. The refund amount will be determined by the original cost and the condition of the textbook. Do not mark new books until you are sure you will keep them. Soiled, marked, or damaged books will be refunded at the used book price.

Drivers Education²⁻⁰⁵

Students taking drivers education classes with anyone other than an HPA representative must have the prior approval of the assistant headmaster. If a driving commitment conflicts with any school

responsibilities, a completed leave form must be submitted in advance to the Upper School Office. Taking a drivers education course during a BIIF competitive season or school theater rehearsal time may result in not being able to participate in the sport/performance. Communication with the coach/instructor is critical.

Cellular Phones and Electronic Devices²⁻⁰⁶

Subject to such modifications as may be deemed best by the administration, students may use cellular phones and other electronic devices only during their free time and in non-academic/activity-related areas. Camera-type cell phones are prohibited in locker rooms and bathrooms. Cell phones must be left outside of any testing or quiz area. Misuse of cell phones or other electronic devices will result in confiscation by the teacher with escalating periods of confiscation time determined by the dean of student life.

- No incoming or outgoing calls or text messages may be received or made during classes or scheduled activities.
- Students will not be permitted to leave classes or other scheduled activities to make or receive phone calls unless an appropriate teacher, coach, or administrator grants permission.

- **Public Campus Phones**

Students may always use the Upper School Office phone to call parents or legal guardians. On the Upper Campus there are several public phones for local calls: outside the Accounting Office, Castle Gymnasium (near the athletic director's office), and Gates Performing Arts Center (near side door).

Communication²⁻⁰⁷

- **Change of Address, Telephone Number, and E-mail**

Please submit any changes in contact information immediately to the Upper School Office. You also may update your information online at www.hpa.edu (go to the "Parents & Students" menu and login).

- **Contacting Teachers**

Communicating by e-mail works well between parents/guardians and teachers for non-urgent matters. E-mail addresses at the school generally are first initial last name@hpa.edu (e.g., jsmith@hpa.edu). If in doubt, contact the Upper School Office at 808-881-4002.

- **Notes/Messages for Your Child**

If you need to reach your child during the school day, the Upper School Office (808-881-4002) administrative assistant will make every effort to deliver messages to your child's classroom teacher in a timely manner. Please keep in mind that the office staff might not be able to deliver last-minute messages. If you know you will need to contact your child during the school day, please advise your child to check in with the Upper School Office before the end of the academic day.

- **Public Relations**

Students will not release any information concerning HPA for publication without administrative approval (e.g., Wikipedia). All news queries will be referred to the Public Relations Office.

GENERAL INFORMATION

- **School/Student Publications**

Principal's E-Newsletter: A weekly newsletter from the principal reports on current and future events at the Upper School and is sent to parents/guardians by e-mail.

Headmaster's Letters: Typically, these letters are e-mailed from the Headmaster's Office to parents in order to share thoughts regarding broad, strategic issues.

Ma Ke Kula: This news magazine is published two times a year in December and July for distribution to alumni, current and past parents, and friends of the school. An online copy also is available on the school Web site. Articles focus on alumni news, school life, faculty/staff and student profiles, school news, and activities.

Yearbook: Upper School students who are enrolled in the Yearbook class and the class teacher work together in an elective program to produce the Upper School yearbook, which can be ordered during enrollment.

Lit Mag: The literary magazine is a periodical, published twice a year, devoted to a wide variety of forms of literature. The literary magazine usually publishes short stories, poetry essays along with literary criticism, book reviews, and biographical profiles of authors, interviews, and letters.

Web Site: The school Web site provides a wealth of information about the HPA Experience and can be found at www.hpa.edu.

Teacher Blogs: Many Upper School teachers will make their blogs available online. Students and parents/

guardians are encouraged to visit the teachers' individual sites for updated information and homework.

Advisors²⁻⁰⁸

All students are assigned an advisor by grade level at the beginning of the school year (or upon arrival). The Upper School registrar, with input from the counselors, class deans, and advisors makes all assignments. Advisors do more than just assist students in developing an academic plan while at HPA. They help students with every facet of school life, including academic challenges, social adjustments, and personal difficulties. Students meet regularly with their advisors to discuss academic concerns, important upcoming events that are relevant to them as students, important academic events, and personal/school community related issues.

Students or families with questions are encouraged to contact their student's advisor. Information about course prerequisites can be found online at www.hpa.edu or through the Registrar's Office (registrar@hpa.edu or 808-881-4082). If the advisor is not available, feel free to contact the counselor or dean of student life who will direct you to someone who can provide assistance in addressing concerns.

Counseling²⁻⁰⁹

Behavioral counseling services are available through the Counseling Office. Students are encouraged to schedule appointments on an as-needed basis. The Counseling Office can make referrals to local doctors should the need arise.

Requests for academic counseling should be directed through the student's

advisor, Upper School counselors, or through the principal's office. Boarding students in need of additional academic tutoring are encouraged to contact the Upper School.

The College Counseling Center should be contacted for matters related to college placement.

Day Student Work Program²⁻¹⁰

All Upper School day students are assigned a job as a part of the Day Student Work Program. The goal of the Day Student Work Program is to build a sense of community by having every student make a contribution to the school (60 to 90 minutes each week). The program also gives students an opportunity to learn team building and leadership skills. The program is administered by the citizenship coordinator, the Upper School administrative assistant, dean of student life, a faculty assistant, and the principal. Prefects are directly responsible for most work program areas and are the immediate supervisors of assigned students.

Dining Hall/Food Service²⁻¹¹

Taylor Commons is one of our most versatile buildings. All meals are served at this location.

Students are expected to know the difference between proper and improper dining conduct. General courtesy and consideration for others are expected at all times. Food service personnel (contracted through Sodexo) will be treated with the same respect and courtesy afforded to any other member of the HPA community.

GENERAL INFORMATION

During the regular school year, meals served in the dining hall are available to all HPA students. Boarding students are not required to sign in for their meals. Day students are required to sign a charge slip for all meals other than lunch on Monday through Friday and, as applicable, on weekends. Failure to sign in when required is considered a serious offense and subject to disciplinary action.

Be mindful of how much food you take. Reduce waste by only taking what you can eat.

- **Meal Times**

Breakfast:

Hot 7-7:45 a.m.

Continental. 7:30-7:50 a.m.

Lunch:

Monday 11:40 a.m.-12:20 p.m.

Tuesday, Wednesday, Thursday,
and Friday 11:25 a.m.-12:15 p.m.

NOTE: Some time variations occur. Check the Upper School Class schedule at www.hpa.edu.

Dinner:

Regular 5:45-6:20 p.m.

Formal. 6-6:50 p.m.

Brunch:

Saturday and Sunday
(not required). 9:30-11 a.m.

Emergency Preparedness ²⁻¹²

In the event of a school-wide emergency, the school will contact parents/guardians through AlertNow, a rapid emergency communication service that will deliver a voice message to all phone numbers the school has on file for each student. Emergency information also will be communicated through local radio stations and the school's Web site.

- **School Closures**

In the event of an unexpected school closing during non-school hours, administrators will contact the department chairpersons and department chairpersons will contact their faculty. The student council advisor will contact the student council members who will then mobilize a phone tree to contact students. During holiday times, or when school is not in session, parents/guardians are advised to call 808-885-7321 to receive an updated message.

Sending Day Students Home Early: In the event of power outage, inclement weather, or an unforeseen event that mandates sending students home early, the school will contact parents/guardians through AlertNow. Information also will be disseminated to local radio stations and available on the school's Web site.

- **Disruption to Electrical/Telephone Services**

When normal electrical or telephone service is disrupted, only one phone line will be available to reach the school in cases of *extreme emergency*: 808-885-7321. The school will contact you if there is emergency information that involves your child. We appreciate your cooperation in keeping lines of communication available for urgent calls only. Please know that our students' safety is our top priority and keeping phone lines clear will allow our staff to focus on ensuring the safety of all students.

- **Fire Drills/Alarms**

When a fire alarm sounds or a warning is given, all buildings must be immediately and completely vacated in accordance with school policy.

Any student found tampering with fire alarms or fire-fighting equipment will be subject to serious discipline.

- **Fire Safety Equipment**

Fire extinguishers are placed at strategic locations throughout classroom areas and in dormitories, and must only be used when there is a fire. Water should not be used to extinguish any fire near electrical fuse boxes or switches. Students should know the location of the nearest fire exits, extinguishers, and pull stations in all buildings. Tampering with fire extinguishers, fire hoses, smoke alarms, or any electric circuit breakers is a serious offense and subject to disciplinary action.

- **Crisis Event**

In a crisis event, a siren will be activated and students/employees will seek personal safety first and foremost. In an open area, students/employees will drop to the ground and hide if it is safe to do so. We will follow all directions given by the Hawai'i County Police.

Library ²⁻¹³

The John Edward Dyer Memorial Library is open 8 a.m. to 4:30 p.m. on weekdays and at specified hours on week nights and weekends. Library etiquette and procedures for borrowing and returning library materials and use

GENERAL INFORMATION

of library computers are outlined each year to new students and must be explicitly followed.

Lost and Found ²⁻¹⁴

The school is not responsible for articles lost or misplaced by students. The lost and found collection points are as announced to the students.

Parent Concerns ²⁻¹⁵

HPA encourages parents/guardians to contact their child's teachers or advisor with any questions or concerns. You may find your child's advisor online at www.hpa.edu (go to the "Parents & Students" menu and login) or call the Upper School Office at 808-881-4002.

In general, please follow this sequence in discussing your concerns with the school:

1. Your child's teacher/advisor*
2. Dean of Student Life/Citizenship Coordinator (regarding demerits)
3. Principal
4. Assistant Headmaster
5. Headmaster

* Teachers/advisors may be contacted by e-mail at first initial last name@hpa.edu (e.g., jsmith@hpa.edu).

Boarding:

1. Dorm parent/resident
2. Dean of Student Life/Citizenship Coordinator
3. Principal
4. Assistant Headmaster
5. Headmaster

The counselors also are resources and can be approached at any time.

Lockers ²⁻¹⁶

Each year, day students are assigned lockers by the Upper School Office. Locks are issued by the school; personal locks are not permitted. Students are expected to keep their lockers secure (not left unlocked) and the area around their lockers clean and neat. Parents/guardians must sign a waiver for students who will not be using a school locker. Students who provide their own locks must use combination style locks and provide the combination to the Upper School office for record keeping.

Visitors To Campus ²⁻¹⁷

A "visitor" is any person who is not attending HPA full-time during the academic year. For the safety and security of our HPA community, unless scheduled and approved through the Admission Office, student visitors are not permitted on campus during and will be asked to leave campus.

Approved Upper Campus student visitors are issued a visitors pass through the Admission Office. Visitors passes should be worn on the chests and be clearly visible for the duration of the visit. Faculty should notify security immediately if they come across a visitor who is not wearing a visitors pass.

Faculty members must obtain the permission of the principal before inviting someone to visit their classes. Passes for visitors of faculty are obtained through the Upper School Office.

Students may not bring visitors to school. If a student receives an unexpected visitor, no matter how short the stay, the student must immediately notify the dean of student life, security, or an administrator.

Weekend visitors must check in with both the security guard and the appropriate dorm faculty on duty.

Visitors who attend school activities/events such as dances, athletic events, or public performances, are required to leave the campus within 30 minutes after the end of the event.

Parents/guardians wishing to meet with the headmaster, assistant headmaster, principal, dean of student life, or admissions are asked to schedule an appointment during regular office hours (8 a.m. to 4 p.m., Monday through Friday).

Students who have been dismissed from HPA or those who have withdrawn rather than face dismissal must have permission from the assistant headmaster or principal before entering campus. Such students are not permitted to return to campus for any reason other than for publicly-held events or with specific permission from the assistant headmaster or principal. Areas of campus open to the public include the gym, playing fields, swimming pool, tennis courts, and theatre. This restriction extends to school-sponsored events held off campus such as the prom and community service programs.

Only current HPA students, under contract for the academic year, are permitted to stay overnight in the dormitories. Alumni housing is available through the Auxiliary Programs Office by reservation only.

Unauthorized persons on campus are to be considered trespassers and reported to campus security personnel.

GENERAL INFORMATION

Security²⁻¹⁸

HPA employs the services of a security company to assist in related matters on campus. All members of our school community are strongly encouraged to aid our security force in protecting our school and its members from potential danger whether it be external or internal.

Security personnel will be treated with the same respect and courtesy afforded to any other member of the HPA community.

**Transportation/
Vehicles On Campus**²⁻¹⁹

Upper School boarding students are not permitted to have automobiles, motorcycles, or mopeds at school, in the vicinity of the school, or at the homes of day students or other friends.

Day students who wish to drive vehicles to school must make arrangements to drive and park on campus at the time of registration. These arrangements must be renewed each year. Day students must use assigned parking areas unless they obtain special permission from the Upper School principal.

- **Annual Vehicle Registration**

All student vehicles must be registered annually with the Upper School administrative assistant on the first day the vehicle enters school property. A copy of the following must be presented to the Upper School administrative assistant at the time of registration (a copy will be made and originals returned to the student):

- Hawai'i driver's license
- Current insurance card
- Current safety check

- Current vehicle registration

After the above items are received, the Upper School administrative assistant will issue a parking decal that must be displayed at all times on the back of the rear view mirror, left side, while the vehicle is on school property. There is a \$5 charge for lost decals.

- **Driving Rules**

- Students may drive only in authorized areas and within the school speed limit of 15 m.p.h.
- Students are not allowed to drive on the campus above the Day Student Parking Lot (DSPL) with the exceptions of seniors who have been assigned a parking space above the classroom area.
- Students must park their vehicles in their assigned campus stall.
- Parking in guest spaces or in another student's space is prohibited.
- Leaving vehicles on campus after 6 p.m. without notifying the Upper School administrative assistant or campus security can result in loss of campus driving/parking privileges.
- Motorcycles and mopeds are prohibited.
- All drivers should be alert for small children playing near roadways and other pedestrian traffic.

- **Driving Violations**

Day students can have their driving privileges revoked and face serious consequences if they engage in any act that, in the opinion of school officials, constitutes reckless behavior or that puts their safety or the safety of others at risk.

- **Students Driving Students**

Day students are not permitted to transport any boarding student unless the Upper School Office has obtained all parental permissions and the residential life sign-out requirements have been satisfied.

Student Activities²⁻²⁰

The school offers all students the opportunity to participate in various intramural and interscholastic sports, academic and social clubs, and student government. Students are encouraged to participate to enhance their educational experience and prepare themselves for higher education and beyond.

Since academics always take precedence over athletics and activities, if a student misses a class during the school day due to illness or an unexcused absence (not including previously scheduled doctor's appointments), he/she may not participate in or attend any school activity, practice, or game/match for the remainder of that day.

Upper School administration reserves the right to remove a student from an athletic activity due to poor academic performance, citizenship report, unsatisfactory conduct, or at the request of a parent/guardian. When representing the school in athletic or other activities, students always will maintain the appropriate behavior and appearance.

Student Government²⁻²¹

Each grade level will hold a general election each year to determine class officers. Any student may run for office provided he/she meets the following criteria:

GENERAL INFORMATION

1. The student has satisfactory conduct.
 2. The student has not appeared before the Honors Committee or been the subject of an Administrative Hearing during that school year.
 3. The student has two recommendations from faculty or administrators.
 4. The student is passing every subject in which he/she currently is enrolled.
- Any student, who meets these criteria may run for any office he/she chooses. Class officers who commit Honor Code or Citizenship offenses, fail to pass any of their subjects, or whose general conduct becomes unsatisfactory may be removed from office.

GENERAL INFORMATION

Dress Standards ²⁻²²• **Personal Appearance**

Students are expected to be well-groomed and appropriately dressed at all times. Day students should arrive on campus in proper dress standard attire in plenty of time to meet their first commitment.

• **School Day Dress**

Because appearance is important to visitors on our campus—and to our hosts when we visit elsewhere—students are asked to use good taste and common sense in their dress. Unless otherwise announced, students leaving campus for an activity in which they will be identified as representatives of the school should wear school day dress. School day dress must be worn throughout the school day unless the student is in the gymnasium or dormitory. *The school reserves the right to turn away any student who is not properly attired.* Specific rules governing school day dress are listed below:

Acceptable Attire for Boys:

- Shirts must be of length to be tucked in.
- Pants or shorts with belt loops (jeans, cords, cargos, khakis) that are neat, clean, and in good condition. Belts are recommended for pants and shorts.
- HPA T-shirts, including sport, club, or class shirts (available in the bookstore and from the HPA Boosters Club).
- Collared shirts with sleeves.
- Team uniform shirts on game days.
- Sweatshirts worn over HPA or collared/shirts with sleeves.
- Sweaters worn over HPA or collared/shirts with sleeves.
- Shoes or slippers (flip flops, beach sandals).

Unacceptable Attire for Boys:

- Shirts not of length to remain tucked in.
- V-neck t-shirts.
- Pants or shorts worn below the waistline exposing undergarments.
- Jeans or shorts in disrepair (including unhemmed).

- Sweat pants.
- Athletic shorts or pants.
- Board shorts.
- Non-HPA T-shirts (even if they are under a sweater or sweatshirt).
- HPA T-shirts that have been cut or otherwise altered.
- Tank tops.
- T-shirts or collared shirts with sweaters/sweatshirts tied around the waist.
- Bare feet.
- Clothing containing advertisements pertaining to drugs, alcohol, sex, violence, tobacco, or any subject deemed inappropriate by the school's administrators.

Acceptable Attire for Girls:

- Shirts/blouses/tops must be of length to be tucked in; exposure of cleavage should be minimal
- Dresses, skirts, and shorts (knee length).
- Tasteful pants (jeans, cords, cargos, khakis, tailored pants) that are hemmed and in good condition
- Capris or Bermuda shorts

- Collared shirts, V-neck shirts with sleeves and scoop-neck blouses.
- HPA T-shirts, including sport, club, or class shirts (available in the bookstore and from the HPA Boosters Club).
- Team uniform shirts on game days.
- Sleeveless shirts (straps must be at least 3" wide).
- Hoodies (worn over HPA or collared/modest V-neck/scoop-neck blouses with sleeves).
- Sweatshirts (worn over HPA or collared/modest V-neck/scoop-neck blouses with sleeves).
- Sweaters (worn over HPA or collared/V-neck/scoop-neck blouses with sleeves).
- Cardigans and small/short sweaters are allowed but may not be removed unless approved items are worn under them.
- Shoes or slippers (flip flops, beach sandals).

Unacceptable Attire for Girls:

- Shirts/blouses/tops not of length to remain tucked in.

GENERAL INFORMATION

Dress Standards, cont.

- Jeans, shorts, or skirts in disrepair (including unhemmed).
- Athletic shorts.
- Sweat pants or athletic pants.
- Board shorts.
- T-shirts, including HPA T-shirts, that have been cut or otherwise altered.
- Spaghetti strap tops (dresses or shirts), halters, tube tops, or sheer blouses.
- Bare midriff or low-cut tops.
- Blouses or tops of any kind must cover the shoulders.
- Skirts or clothing with revealing slits.
- T-shirts or collared shirts with sweatshirts tied around the waist.
- Clothing containing advertisements pertaining to drugs, alcohol, sex, violence, tobacco, or any subject deemed inappropriate by the school's administrators.
- Bare feet.

- **Formal Dress**

Boys:

- Suits or sport coats with dress slacks.
- Dress shirts with tasteful neckties or dress turtleneck shirts.
- Leather dress shoes or boots that are clean and in good condition.

Girls:

- Mu'umu'u.
- Dresses.
- Slack ensembles.
- Dress shoes or leather sandals.

- **Casual Dress**

Casual dress may be worn only after 2:45 p.m. on school days, after classes on weekends, and on free days. A student may go barefoot during casual dress time except in the administrative buildings, dining room, library, or chapel.

Girls must wear beach cover-ups over bathing suits when in the administrative buildings, dining room, library, or in town.

- **Convocation Attire (Aloha Dress)**

Boys:

- Aloha shirts (tasteful print).
- Slacks or dress pants (secured with belt at the waist); no jeans or cargo pants.
- Closed-toe dress shoes.

Girls:

- Mu'umu'u (no spaghetti straps, bare shoulders, or low-cut bodices).
- Skirts (knee length).
- Aloha shirt or blouse (tasteful print—no spaghetti straps, bare shoulder, or low-cut bodices, or bare midriffs).
- Slacks (dress slacks).
- Closed-toe dress shoes or sandals (no rubber-type sandals or slippers).

- **Baccalaureate Attire**

Male Graduates:

- Suit coats.

- Formal shirts buttoned at the neck and snugly tied dress ties.
- Dress slacks.
- Dress shoes (no sneakers or flip flops).

Female Graduates:

- Dresses.
- Shirts and dress blouses or slacks and formal blouses in compliance with outlined dress standard for school.
- Dress shoes (no sneakers or flip flops).

- **Commencement Attire**

Male Graduates:

- White pants (ordered through school).
- Long-sleeved, white dress shirts with a buttoned front (not placket type with two or three buttons at the top).
- Red sash (provided by school before commencement; measurements are taken during the senior class meetings to prepare one for each male).
- Bare feet.

Female Graduates:

- Holomu'u (dresses must follow the outlined dress standards; selected by class students and ordered through school).
- Bare feet.

Chapter 3

ACADEMICS

Registering for Classes³⁻⁰¹

• Student Schedules

Students are recommended for courses by their current teachers in each of the following departments: English, Institute of English Studies, Mathematics, Modern Language, Science, and Social Studies. Students choose courses in Computer and Fine Arts to complete their schedules. Advisors assist students with academic planning. Students submit course requests in April/May for the upcoming year. In October/November, students have the opportunity to make changes to their spring semester schedule. Freshmen and sophomores enroll in six classes and juniors and seniors enroll in a minimum of five classes. With special permission from the assistant headmaster, seniors may enroll in four AP classes for a full schedule. Schedules are available online in August at www.hpa.edu (go to the "Parents & Students" menu and login).

• Class Section Changes

Students may make section changes during weeks one and two at the discretion of the registrar according to space available. From week three through week eight of each semester, permission must be granted by the teacher of the course being dropped and added, the advisor, and the principal to make section changes.

• Course Changes

Students may make changes to courses during weeks one and two

with the registrar. Between weeks three and eight of each semester, however, they must receive approval from the principal, advisor, and the teacher being added to make course changes. Changes made after week eight will be noted on the student's transcript as WP (withdrawal passing) or W (withdraw). Any work to be made up in the new class will be decided at the discretion of the teacher.

• Course Level Changes

Students may make level changes at any point in the semester only with the approval from the principal, advisor, department chair, and the teacher being dropped and the teacher being added. Any work to be made up in the new class will be decided at the discretion of the teacher.

• Class Withdrawals

Students may withdraw from a course during the first two weeks of each semester. Withdrawals after the first two weeks require written approval from the instructor, advisor, principal, and assistant headmaster. Withdrawals are not permitted during the second and fourth quarters except in cases with extenuating circumstances. Such withdrawals may result in the loss of credit for the semester.

A student must be enrolled in a class and pass semester exams or no credit can be given.

Classroom Behavior³⁻⁰²

Appropriate behavior in the classroom is essential for a proper learning environment. Accordingly, the following classroom rules apply—students shall:

1. Be in their seats by the beginning of class, ready to learn and participate with a positive attitude.
2. Bring all appropriate materials to class.
3. Not have food or drinks in class without teacher approval.
4. Be in proper dress standard, worn correctly.
5. Follow the teacher's instructions the first time they are given.
6. Respect the rights of peers, teachers, and school property.
7. Not leave class unless it is absolutely necessary and then only when approved by the teacher.
8. Have cell phones, iPods, or other electronic devices turned off, put away and out of sight.
9. Follow all other school rules.
10. Show due respect to teachers and fellow classmates at all times.

If a teacher is not present at the beginning of class, students are required to remain in or just outside the classroom for 15 minutes. Students should then report to the Upper School Office—do not just leave.

ACADEMICS

Students who are disruptive and removed from class must report to the Upper School Office.

Graduation Requirements³⁻⁰³

A student must earn a minimum of 22 credits to qualify for graduation from HPA. Credits are awarded for successful completion of required outlined course expectations.

If a student is not capable of fulfilling the required courses/credits, a Certificate of Completion will be issued in place of a diploma. The certificate, in most cases, will suffice for admission into a junior college, provided other requirements for the college are met.

A complete explanation of graduation requirements is available at <http://www.hpa.edu/academics/upper-school-9-12/courses/credit-requirements>. Students with questions or needing more information should speak with their respective advisors.

• **Early Graduation**

The challenging academic program at Hawai'i Preparatory Academy is designed to be completed in four years. For this reason the school does not permit early graduation.

• **Post Graduate Students**

Post graduate students are permitted to participate in commencement ceremonies and receive a Certificate of Completion in lieu of a diploma.

CREDITS REQUIRED FOR GRADUATION		GRADING SYSTEM	GRADING SCALE		
DEPARTMENT	CREDITS	HPA uses a grading +/- system with official grades reported as letter grades and equated to the college 4.0 scale:	A+	4.33	97-100
English	4.0		A	4.00	94-96
Fine Arts.....	3.0	A = Superior achievement	A-	3.67	90-93
Social Studies	3.0	B = Above average achievement	B+	3.33	87-89
Mathematics	3.0	C = Average achievement	B	3.00	84-86
Modern Language	3.0	D = Poor	B-	2.67	80-83
Science	3.0	F = Failure to achieve	C+	2.33	77-79
Computer Science	0.5		C	2.00	74-76
Electives.....	2.5		C-	1.67	70-73
TOTAL.....	22.0		D+	1.33	67-69
			D	1.00	64-66
			D-	0.67	60-63
			F	0.00	59 or below

NOTE: An Incomplete or "I" may only be given by a teacher for the second or fourth quarter grade due to an extension granted to complete work. A student has 10 days to turn in the required work following the end of the quarter. Failure to do so will result in the incomplete grade being charged to an "F."

ACADEMICS

Course Sequence ³⁻⁰⁴				
	First Year	Second Year	Third Year	Fourth Year
English (4 years)				
I	English Essentials	World Literature World Literature Honors	American Literature AP Composition AP Literature	American Literature AP Composition AP Literature <i>Seminars:*</i>
II	Advanced ESL Intermediate ESL	English Essentials Advanced ESL	English Essentials World Literature	Creative Writing Literary Genre Research Writing
Social Studies (3 years)				
	Hawaiian History	World History AP World History	U.S. History AP U.S. History	<i>Seminars:*</i> AP Psychology Ancient Hawaiian Culture Economics History of Genocide Modern Asian History Psychology Sustainable Living
Mathematics (3 years)				
I	Geometry Geometry Honors	Algebra II Trigonometry Algebra II Trigonometry Honors	Precalculus Calculus Honors	Math Topics Precalculus
II	Algebra I	Geometry	Algebra II Trigonometry Algebra II Trigonometry Honors	Probability and Statistics Calculus Honors AP Calculus AB AP Calculus BC AP Statistics
Science (3 years)				
I	Biology Biology Honors	Chemistry Physics	Chemistry Physics AP Biology AP Chemistry AP Physics B	<i>Seminars:*</i> Astronomy Environmental Science Forensics Geology Marine Biology Science Research AP Biology AP Chemistry AP Environmental Science AP Physics B
II	Foundation Science	Biology	Chemistry Physics	
Modern Language (3 years)				
	Hawaiian I Japanese I Spanish I	Hawaiian II Japanese II Spanish II	French III Japanese III Spanish III Spanish III Honors	AP Japanese Japanese IV AP Spanish Spanish IV World Cultures
Fine Arts (3 years)				
	Freshman Foundations <i>Performing Arts:</i> Choir Hawaiian Dance Hawaiian Music Instrumental Ensemble Musical Theatre Stagecraft Theatre Production Topics in Music <i>Visual Arts:</i> 2D Art 3D Art Advanced Art Ceramics Digital Cinema Digital Documentary Essentials of Film Photojournalism/Yearbook	<i>Performing Arts:</i> Same course options <i>Visual Arts:</i> Same course options	<i>Performing Arts:</i> Same course options <i>Visual Arts:</i> Same course options AP Art History AP Studio Art	<i>Performing Arts:</i> Same course options <i>Visual Arts:</i> Same course options AP Art History AP Studio Art
Computer Science (1 semester)	Computer Applications Engineering Robotics	Adv. Computer Science	Same course options	Same course options

* *Seminars vary.* | Course sequence is subject to change. Visit <http://www.hpa.edu/academics/upper-school-9-12/courses> for the most up-to-date course sequence

ACADEMICS

Academic Testing³⁻⁰⁵

HPA uses PSAT, ACT (EXPLORE, PLAN, and ACT) and the SAT exams to assist with assessment of skills and for admittance into colleges.

HPA uses a comprehensive testing program to assist with the assessment of our students' academic progress and to satisfy college entrance requirements. The typical sequence for testing in the high school is as follows:

- All freshmen take ACT's EXPLORE.
- All sophomores take ACT's PLAN.
- All juniors take the ACT, the PSAT, and the SAT.
- Seniors take additional ACT and SAT exams as appropriate.
- Students may take SAT II Subject tests if appropriate or required.
- International students also take the TOEFL.

There are no additional fees for taking these tests as they are covered by HPA's cost of attendance. In addition to these tests, many HPA students also take AP exams (additional fees apply). All tests are administered on our Upper School campus.

Advanced Placement Courses³⁻⁰⁶

The Advanced Placement (AP) is a College Board program that allows juniors and seniors to pursue college-level courses while they are enrolled in high school. Sophomores may enroll in select AP courses.

The school recommends that a student take no more than two AP classes in his/her junior and/or senior year. Students

are allowed to enroll in additional AP courses with the written approval of the assistant headmaster.

Students are charged a fee for each AP exam taken. Please visit the College Board website for the current fee: <http://www.collegeboard.com/student/testing/ap/cal.html>.

Students who do not sit for the AP exam must take the final exam given for that class. Students only receive the AP notation on their transcript if they sit for the AP exam.

Absences from AP classes for any reason are of concern due to the nature of the collegiate work.

Independent Study³⁻⁰⁷

Independent Study is an option that allows a student to design his/her own learning plan, creating an option for credit that is not limited to the curriculum listed in the school's course of study. Applications for Independent Study are available in the assistant headmaster's office.

Transfer and Summer School Credits³⁻⁰⁸

Students transferring to HPA may receive credit for many of the classes completed at their previous schools. Students may use summer school or correspondence courses to broaden their education. Students who want credit for courses outside of HPA must seek prior approval through the assistant headmaster's office, located in the Academics and Student Life Center. Students and parents/guardians should allow sufficient time for their request to be considered.

Requests should be submitted to the assistant headmaster's office no later than May 1.

Assignments and Homework³⁻⁰⁹

Nightly homework is a part of nearly all courses at HPA and students should expect to spend at least 30-60 minutes per night on each class. Boarding students are encouraged to make wise use of all time available for studying, not merely nighttime study hall time. These assignments are a regular part of courses and students are expected to prepare for them carefully, completely, and punctually.

Exams³⁻¹⁰

Semester exams are given at the end of each semester and can account for as much as one-fifth of the semester grade. Often a student who has done poorly in a class during a semester can improve his/her grade considerably by doing well on the exam.

Students must have the principal's permission to reschedule any exam they are unable to take at the scheduled time. Final exams may not be taken early unless the principal grants permission in advance.

Grades and Reports³⁻¹¹

Grades are reported at the end of each quarter and semester. Students are required to pick up grades from their advisor. Parents also will be able to view grades at this time. Grades and subject reports are available to parents/guardians online at www.hpa.edu (go to the "Parents & Students" menu and login).

ACADEMICS

Grades and subject reports are mailed home upon parents' / guardians' request. Please contact the Upper School Office.

Questions regarding grades should be directed first to the respective teacher, then the department chairperson.

- **Honors and AP Weighting**

Honors courses receive a 0.25 weighting and AP courses receive a 0.5. Thus, a B grade in Honors World Literature will receive a 3.25 and a B grade in AP Psychology will receive a 3.5. Students in the graduating classes of 2012 and 2013 will use the previous GPA weighting of 0.5 for honors and 1.0 for AP courses.

- **Principal's List**

A student earns high honors when his/her average is A- or higher and he/she has no grade below B and is passing citizenship.

- **Enrollment Peril**

A student is considered to be in academic peril when he/she receives a cumulative C- average or below or has earned two Ds, Fs, or Incompletes in any individual course or has a serious unsatisfactory conduct record. A student in enrollment peril may be subject to such terms and conditions as may be deemed warranted by the administration in consultation with the student and his/her advisor.

Service Learning ³⁻¹²

Linking discovery and learning to the real needs of the community can be rewarding and transformational for our students. At the core of our service mission is to have students realize new ideals and discard preconceptions through

their service activities, inspiring them to reach beyond their personal needs and consider helping others and improving the world around them. Reflective scholarship leads students to discover that their community contributions offer them invaluable content knowledge and skills in preparation to be active, philanthropic and engaged citizens.

The school offers a distinction on its transcript to students who can verify at least 50 hours of documented volunteer work. Students may download the Service Record form from our Web site; the form also is available from the assistant headmaster and registrar. The completed form should be submitted to the assistant headmaster by May 15 to be included on the student's official transcript for that academic year.

Awards and Scholarships ³⁻¹³

Outstanding student achievement in academics, athletics, and leadership is recognized each academic year. Most awards are presented at the all school Awards Ceremony held in May. Others are presented at the Senior Awards Ceremony or Commencement.

Awards include:

- Headmaster's Award
- Senior Scholar
- Founder's Award
- Walter Liu Memorial Leadership Award
- Kevin Kitagawa Bootstrap Award
- Phyllis A. Richards Theatre Arts Award
- Athletes of the Year
- Alumni Association Awards
- Holi Bergin Memorial Scholarship
- John L. Pricher Awards
- Cy Keala Spencer "Spirit of Aloha" Award
- Bieni Kohler Johnson Scholarship

- Hiatt College Scholarships (Service and Academic Creativity)
- U.S. Army Reserve Scholar-Athlete Awards
- Athletic Booster Club Career-Athlete Awards
- Individual Subject Departmental Awards

- **Cum Laude Society**

The Cum Laude Society recognizes academic achievement in secondary schools. There are about 350 chapters located predominately in the U.S. Each chapter may elect up to 20 percent of the members of the senior class in the college preparatory curriculum who have an honor record. Half may be elected at the end of the junior year and the remainder at the end of the senior year. New Cum Laude Society members are announced at the Award Ceremony.

Transcripts ³⁻¹⁴

There is no fee for transcripts; however, please allow five working days to process a transcript request. Transcript requests for current freshmen, sophomores, and juniors are processed through the registrar's office. For more information, please contact the registrar (e-mail: registrar@hpa.edu).

Transcript requests for seniors are processed through the College Counseling Center. Please submit a written request in person at least one month prior to the college application deadline.

At the discretion of school officials, transcripts may be denied to those in financial arrears to the school.

Chapter 4

ATHLETICS

Program Description ⁴⁻⁰¹

The athletic program at HPA provides all students with an opportunity to participate in a variety of interscholastic or intramural sports. Although HPA teams have earned many state and league titles, the emphasis is on participation and sportsmanship, not winning. All sports begin at 3:30 p.m. and continue until 5:30 p.m. Students must participate in the athletic program during each term of enrollment at HPA. All varsity sports meet at least five times during the week. Students participating in, or attending, athletic events off-campus must travel by school transportation unless special permission is secured from the athletic director. Students traveling to off-campus athletic events should do so in school day dress or dress approved by the head coach.

Due to the academic and extracurricular workload of all, no more than one sport per season is recommended. At the discretion of school officials, students are sometimes permitted to participate in off-campus sports when a special written request is approved by the principal and athletic director.

Sports Terms ⁴⁻⁰²

The sports term is divided into 12-week trimesters. Seasonal sports and activities are as follows:

• Fall Sports

Interscholastic: Cross country, football, girls volleyball

Intramural: Equestrian, soccer, swimming/diving, recreational tennis

Other: Conditioning, dance, drama, hiking, scuba, weight conditioning

• Winter Sports

Interscholastic: Basketball, paddling, soccer, swimming/diving, wrestling

Intramural: Equestrian, track conditioning, tennis

Other: Weight conditioning

• Spring Sports

Interscholastic: Baseball, boys volleyball, golf, softball, tennis, track, girls water polo

Other: Equestrian, scuba, ultimate Frisbee, weight conditioning

Signing Up for Sports ⁴⁻⁰³

All students sign up for sports three times during the school year with the athletic director (first day of school, early November, and early February).

• Independent Sports

Any student interested in applying for an independent sport must submit a written proposal via e-mail to the athletic director prior to each season. The athletic director will announce proposal deadlines at assembly.

• Changing Sports

Students may change their sport during a season if they receive permission from the athletic director in advance.

The athletic director is the only person who can approve sport changes.

Eligibility for Sports ⁴⁻⁰⁴

A student who is age 19 before September 1 is ineligible to participate in interscholastic sports for that school year.

1. A student must have passed all courses required for graduation in the quarter or semester immediately preceding the activity.
2. A student must have a 2.0 grade point average (GPA) for courses taken in the quarter or semester immediately preceding the activity. The GPA is computed on all courses in which the student is enrolled, not only those required for graduation.
3. A student with an incomplete grade is ineligible unless the incomplete assignment/test is made up within 10 school days after the end of the quarter.
4. A student deemed ineligible may utilize bi-weekly grade checks to restore his/her eligibility. Students should consult with the athletic director for details.
5. For purposes of eligibility, successful completion of an appropriate, accredited, summer course may be used to replace a year grade or second semester grade of F and improve a student's grade point av-

ATHLETICS

erage for that period. The assistant headmaster must grant approval before the course is taken.

6. The athletic director must verify every eligibility requirement.

Illness During Sports ⁴⁻⁰⁵

If a day or boarding student feels too ill to attend sports, the student must go to the infirmary and check in with the nurse.

If a student misses a class during the school day due to illness or an unexcused absence (not including previously scheduled doctor's appointments), he/she may not participate in or attend any school activity, practice, or game/match for the remainder of that day.

Athletic Facilities ⁴⁻⁰⁶

- **Athletic Fields**

Stanford W. Shutes Track, Bishop Kennedy Baseball Field; cross-country course; and football, softball, and soccer fields.

- **Fitness Center**

The 2,000 square-foot Nakamaru Fitness Center features the latest in free weights and fixed-weight equipment. The free-weights room includes 11 stations, while the fixed-weight room includes 11 Polaris machines, five Heart Rate Trainer exercise bikes, and one treadmill.

- **Equestrian**

Polo field, stadium jumping area, dressage area, cross-country course, and Western and English tack. The school herd consists of 30 animals that are collected daily from the pasture into the corral/tack house area. The campus adjoins vast acreage suitable for recreational trail rides.

- **Gymnasium**

Castle Gymnasium housing the Colson Courts (basketball/volleyball), wrestling room, locker rooms, athletic training room, and equipment and drying rooms. Camera-type cell phones are prohibited in locker rooms and bathrooms

- **Pool**

The Dowsett Pool is outdoor, heated, 25 meters by 25 yards, with two one-meter diving boards.

- **Tennis Center**

The Rutgers Tennis Center includes four covered, lighted courts. Honored by the United States Tennis Association (USTA) as one of the best facilities in the country (1999).

- **Boats**

Three vessels (22, 17, and 13 feet) and a 13 foot inflatable used for scuba, marine biology, sea turtle research, and student activities.

Chapter 5

CITIZENSHIP: COMMUNITY EXPECTATIONS

The rules of student conduct at HPA are designed to foster respect and responsibility among all members of the community and to create an environment conducive to personal growth, community trust, and civility. In addition to individual efforts of the adults at HPA working one-on-one with our students, two distinct systems exist to promote the core values of our school mission. The first is the Honor System, the second is the Citizenship System.

Honor at the Upper School ⁵⁻⁰¹

A fundamental tenet of our HPA Upper School community is that students and adults will conduct themselves honorably. Too often in life, shortcuts are taken, shortcuts in which advantage is sought in less than honorable fashion. The “little” lie, the “parsing” of words in an effort to mislead or tell half of the truth, the shirking of responsibility, the self-absorption evident in the feeling that rules and laws are for others but not for “me”—these are increasingly commonplace occurrences in both juvenile and adult life.

At HPA, we aim to foster positive moral and spiritual growth in our students. We expect our students and our students’ parents, guardians, and caregivers to join us in this mission. Respect for Honor (which is accorded capital “H” status here at HPA) and an appreciation of personal integrity are central to this mission.

• The Honor Code and Honor Pledge

Our Honor Code is simple and direct:

Mutual trust and honorable behavior are foundations for the concept of “community.” HPA desires to be a learning community in the truest sense. To promote trust, honor, and, therefore, community, I will not lie, steal, or cheat and will not support such behavior in other HPA students.

This Code applies both in the classroom and in all areas of HPA life. In addition to acting honorably themselves, we also encourage our students to report suspected breaches of the Honor Code by any other HPA student. This encouragement helps to promote a way of living and learning in which everyone understands and respects the centrality of Honor. Stated in another way, a strong and well-supported Honor System is perhaps the major factor in the promotion of community trust and individual self-esteem, traits that characterize the most successful and noble independent schools.

Our Honor Pledge—which is to be on every test or other assignment in which a student’s work product is expected to be his/hers alone—is simple and direct:

I have neither given nor received any unauthorized aid on this exam (or quiz, paper, or other work expected to be the student’s own).

Signature of Student

• Honor System Personnel and Procedure

The Honor System is primarily administered by the Upper School principal, the school representative (dean of student life), the Honor Committee, and the headmaster.

The citizenship coordinator is charged with the responsibility of receiving reports of all alleged honor offenses, promptly alerting the school representative of any allegation, investigating each such report to the best of his ability, and then, depending on the severity of the alleged offense, either (a) disposing of the less serious allegations administratively or (b) referring the more serious allegations to the school representative and the Honor Committee for hearing. At any hearing it is the school representative who formally presents evidence of an alleged Honor Code violation and it is the student’s advisor who formally presents the defense to any alleged Honor Code violation.

The Honor Committee is a student/faculty body charged with receiving evidence of alleged Honor Code offenses and then following a specified hearing procedure in an effort to determine whether an offense occurred; a “beyond a reasonable doubt” standard of proof is used in each hearing. The Honor Committee is comprised, in part, of at least eight students nominated by the class deans and selected by the administration as appropriate candidates for such an important community-wide assignment. A student member of the Honor

CITIZENSHIP: COMMUNITY EXPECTATIONS

Committee may be replaced as a result of conduct that, in the opinion of senior administrators of the school, falls short of the standard necessary for Honor Committee membership. The adult members of the Honor Committee are faculty members selected by the administration. The headmaster shall choose one adult member of the Honor Committee to serve as its faculty chair and one to serve as faculty vice-chair. In addition, a student chair will be selected. The faculty chair of the Honor Committee presides over all hearings. In the absence of the faculty chair, the faculty vice-chair is to preside.

As soon as is practicable following an Honor Committee hearing, the faculty chair shall reduce the Committee's findings to writing and present a report to the headmaster, summarizing the findings with respect to guilt or innocence and, if applicable, a recommendation for disposition. The headmaster shall rule on the matter as promptly as is practicable and then (without name identification of hearing participants) shall post his ruling in the designated Honor Committee display case.

The ruling of the headmaster shall be final and not appealable unless, within 24 hours of such ruling the advisor requests an appeal by the delivery of written notice to the headmaster or the dean of student life. Any Honor Code appeal is heard by the assistant headmaster. The appeal shall not be a hearing *de novo* and shall be based solely on the written record of the case to date, with two exceptions: (1) At the appeal hearing, the assistant headmaster may hear testimony in person from the accused student and argument on behalf of the accused student by

his/her advisor; and (2) At the appeal hearing, the assistant headmaster may receive new evidence not presented earlier to the Honor Committee, provided that such evidence was not, through the exercise of due diligence, reasonably available for production to the members of the Honor Committee. The assistant headmaster may only modify or reverse the headmaster's ruling in the event he/she finds by cogent argument or admissible new evidence that the earlier disposition is clearly and convincingly in error.

Specific pre-hearing, hearing, and post-hearing rules and procedures have been designed especially for HPA's Honor System. These rules and procedures are intended to promote the seeking of truth in an ordered, systematic way and to ensure fundamental fairness for the student and the school community as the truth is being sought, as deliberations take place, and as a disposition (if the allegation is proved) is administered. The Honor System at HPA stands as a model for others to follow and includes, but is not limited to, the following components and concepts:

1. Honor Committee hearings are held only for actions that, in the opinion of the school representative following an initial investigation by the conduct coordinator, are deemed more probable than not to have occurred and are deemed (jointly or individually) to warrant a "severe sanction" (in-school suspension, out-of-school suspension, or expulsion). Other, less severe cases may be handled administratively by the conduct coordinator and the school representative.

2. An Honor Committee hearing is convened by the faculty chair following a receipt of a written request from the school representative.
3. The school representative and the faculty chair are to convene hearings in an expeditious manner. In no case, however, is a hearing to be convened until the accused student and the advisor (or additional faculty representative, when applicable) has had reasonable opportunity to review the facts and circumstances of the case and to prepare a defense to the allegation(s) in question.
4. Upon agreement of the school representative and the advisor in the case of a student admitting his/her guilt, an Honor Committee hearing may be convened for the sole purpose of determining a recommended disposition.
5. At an Honor Committee hearing, the accused student is presumed innocent until proven guilty beyond a reasonable doubt by the unanimous vote of the committee members participating in the hearing.
6. To constitute a quorum for hearing purposes, at least three faculty and three student members must be present at the outset of each hearing. A deliberation quorum shall be deemed present and qualified if at least the faculty chair (or vice chair) and four additional committee members remain to hear the case.
7. Those expected to attend the entirety of any Honor Committee hearing are the following: a quorum of Honor Committee

CITIZENSHIP: COMMUNITY EXPECTATIONS

- members, the accused student, the advisor for the accused student (or additional faculty representative, when applicable), and the school representative. Except for the accused student, any witness shall only enter the hearing room when his/her evidence is to be received and then shall leave the hearing room once the presentation of his/her evidence is concluded. An adult or student witness who also is a member of the Honor Committee may only participate in the proceeding as a witness. No individuals other than those referenced above are permitted to attend, to participate in, or to observe Honor Committee hearings.
8. Honor Committee hearings are held in private and, excepting the release of such information as is addressed above (i.e., use of the Honor Committee display case), confidentiality is to be preserved by any and all participants or observers. Except for discussions with the conduct coordinator, the school representative, or the advisor (or additional faculty representative, when applicable), witnesses are not to discuss or otherwise release information outside the hearing room concerning their testimony or evidence, and the Committee members are not to discuss or otherwise release information outside the hearing room about any evidence, their deliberations, or their recommendations.
 9. Honor Committee members may pose relevant and meaningful questions at the discretion of the faculty chair. Honor Committee members may not introduce evidence.
 10. Accusations of an Honor Code infraction are customarily presented at a hearing in the form of testimony, not by affidavit or other evidence. Denials of an Honor Code infraction also are customarily presented in the form of testimony, not by affidavit or other evidence.
 11. Affirmations of the giving of truthful testimony are administered to all witnesses at Honor Committee hearings. Hearsay evidence (e.g., what someone recalls someone else as having said) may be admissible but is to be given as much, or as little, weight as the Committee members deem warranted.
 12. The faculty chair has the authority to make such binding rulings concerning procedural or evidentiary matters as he or she may deem advisable and fair and as are not otherwise addressed in documentation applicable to the Honor Committee procedures.
 13. Following its deliberations, if the Committee unanimously finds the accused to have committed an Honor Code violation, Committee members shall then recommend (by at least a two-thirds vote of those present) a disposition to the headmaster. Disposition ultimately is determined by the headmaster, who may or may not agree with the actions of the Committee. The faculty chair shall prepare his/her report promptly following the hearing.
 14. The right to appeal is limited (see above) but nonetheless is granted for a specified period of time to any student found by the Honor Committee and the headmaster to have breached the Honor Code.
- Any student acquitted in an Honor Committee hearing shall be free of disposition or sanction.
- **Honor, Conduct, and College Admission**

Freshmen, Sophomores, Juniors: HPA expects all students to dedicate themselves to being good citizens in the school community and beyond, including online. This positive behavior will work to the student's advantage when applying to college, as students in good standing will receive recommendations, school support, and can answer questions about discipline on their college applications with honesty and confidence

Seniors: Seniors who violate the school's Honor Code may be required to inform their prospective colleges of the violation and the outcome. The common application used by many colleges and universities customarily requires disclosure of information regarding disciplinary violations. HPA reserves the right to inform colleges of such violations.
 - **Frequently Asked Questions About the Honor System**

Q: *For the same infraction, is everyone treated exactly the same in terms of disposition?*

A: Not necessarily. Extenuating circumstances can, and do, affect outcomes of Honor investigations. No two factual situations

CITIZENSHIP: COMMUNITY EXPECTATIONS

and no two accused students are ever exactly alike. For instance, a new ninth grader who takes a pencil without permission might be treated differently than a veteran eleventh grader who takes \$10 without permission. Technically, each offense is the taking of another's property without permission. However, the punishment levied against the less mature student who took property worth a few pennies might be different than the punishment levied against an older student who took property of greater value. Prior records also can affect dispositions.

Q: *What does "beyond a reasonable doubt" mean?*

A: "Beyond a reasonable doubt" means that a person of reasonable intelligence is satisfied to a near certainty that an offense occurred as alleged. Sometimes proof beyond a reasonable doubt can be one piece of evidence, such as eyewitness testimony that the committee finds to be believable and, therefore, reliable. And sometimes, evidence beyond a reasonable doubt can be an accumulation of evidence that, when considered as a whole, makes it nearly certain that a violation of the Honor Code did, in fact, occur. A good way to understand what "beyond a reasonable doubt" means is to think of a football field. A team marching down the field can reasonably expect to score when the 10-yard line of the opponent is reached. A case proved beyond a reasonable doubt is one in which the evidence creates in a

reasonable person's mind at least a 90 percent probability that the offense occurred as alleged and that it occurred intentionally, as opposed to accidentally.

Q: *What happens if someone testifies falsely in an Honor Committee hearing?*

A: Lying to the Honor Committee itself is regarded as an extremely serious and separate Honor Code offense, an offense punishable by a range of penalties, including expulsion.

Q: *What happens if a student prefers someone other than the advisor to represent the student in an Honor Committee hearing?*

A: Another full-time HPA faculty member may represent the student, provided this individual agrees to do so.

Q: *What are the potential sanctions for violations of the Honor Code?*

A: Sanctions may include, but are not limited to, counseling, a writing or research assignment, a public apology, in-school suspension, out-of-school suspension, and expulsion.

Q: *What about the information produced at an Honor Committee hearing? Who gets to know the whole story?*

A: All those who participate in Honor Committee hearings shall keep testimonial and other evidence, deliberations, and recommendations strictly confidential. The only people who will be present throughout an entire Honor Committee hearing are the members of the committee, the student who

has been accused of an Honor Code infraction, his/her faculty advisor (or additional faculty representative, when applicable), and the school representative. At the end of the hearing process, only the headmaster may decide what information to release to the general school population and the phrasing used in any such notice.

Q: *What are some representative allegations that might result in an Honor Committee hearing?*

A: Examples of allegations that might result in an Honor Committee hearing:

- Receiving unauthorized aid on a homework assignment.
- Falsely responding to a teacher's question—whether the question involves academics or some other aspect of HPA life.
- Without authorization, taking an iPod from someone to whom it belongs.
- Any form of cheating during the administration of a test.
- Plagiarism.
- Hiding banned items in a dorm room or elsewhere on campus. ("Lying" can cover this form of deceptive behavior, too. Lying is not only a verbal act.)

Q: *For less serious matters (e.g., the pencil-taking example, above), how might these be handled?*

A: Other, less severe or ambiguous cases may be handled in one of two ways. First, a subcommittee of the Honor Committee, comprised of the faculty chair and two to three student mem-

CITIZENSHIP: COMMUNITY EXPECTATIONS

bers of the committee, may meet with the student, his/her advisor, and the school representative. The purpose of this intervention meeting is to discuss the student's behavior and, possibly, to warn the student that similar incidences will result in the student facing a hearing with the full Honor Committee. If the circumstances warrant, the subcommittee may issue an Honor Warning, which is an official notice that the student's behavior with respect to the Honor System has come to the attention of the Honor Committee and that the Honor Committee regards the infraction as serious and believable. Second, certain honor situations may be handled administratively by the Upper School principal or the dean of student life.

Citizenship System ⁵⁻⁰²

The Citizenship System exists separately from the Honor System and deals with all conduct outside of lying, cheating, or stealing. The Citizenship System strives to educate students in the practice of courteous and civil behavior, both on- and off-campus. Students are strongly encouraged to review [“The Should List” on page 28](#) and consider these guiding questions to help them make the right decisions regarding their behavior:

- Are my words and actions safe for myself and others?
- Are my words and actions helping to create a supportive environment where others feel comfortable and respected?
- Are my words and actions showing care and respect for myself and others?

- Are my words and actions showing care and respect for the physical environment?
- Am I being honest with myself and others?
- Am I taking responsibility for my behavior?
- Have I learned from my mistakes?

The Citizenship System will monitor two areas: class attendance and student behavior. Each area will calculate infractions independently of the other. Each of the two areas has an independent threshold point that will result in a consequence. The point systems are described on the following pages.

Repeated violations of the same infraction may lead to increased demerit amounts as determined by the teacher, dean of student life or principal

Attendance in Academic Classes ⁵⁻⁰³

It is important that students attend commitments at HPA and do so in a timely manner. Punctuality is an essential habit not only for learning to effectively take place without disruptions, but for cooperation to exist in our community as modeled in our world. Simply put, a student who earns four or more demerits as a result of issues with attending classes will be assigned four hours of work on an assigned Weekend Work Program.

• Unexcused Tardy to Class

Students will be issued one demerit for each unexcused tardy to a class, class meetings, advisory, chapel, sports, formal dinner, or other required school event. The tardy will be recorded by the teacher and entered

into the attendance system, resulting in a demerit being issued to the student.

Students who are more than 20 minutes late for a class, or other required school-wide event, will be considered absent from class/that event and four demerits will be issued. A student who finds him/herself in a situation where he/she is more than 20 minutes late to a class or commitment, still must report to the class/commitment as soon as possible or report immediately to the Upper School Office. Students who are unaccounted for during assigned classes and required school commitments will be issued a greater number of demerits at the discretion of the dean of student life (DSL) or the principal.

• Unexcused Absence from Class

Students who do not report to an assigned class will have their name recorded as absent in the attendance program and four demerits will be recorded. Once again, a student who finds him/herself in a situation where he/she is more than 20 minutes late to a class, still must report to the class as soon as possible or report immediately to the Upper School Office. Students who are unaccounted for during assigned classes will be issued a greater number of demerits at the discretion of the DSL or the principal.

A second unexcused absence by a student will result in a meeting with the school administration, the teacher, and the student's advisor

Continued on page 31

CITIZENSHIP: COMMUNITY EXPECTATIONS

The Should List – Behavior Expectations for Students and Community Members

- **Off campus, on “free” time, as citizens of our community:**

Everyone should:

- Respect the rights and feelings of all community members.
- Contribute to the preservation and enhancement of the community’s environment.
- Contribute to the academic and social environment in a positive way.
- Demonstrate a commitment to the school’s values.
- Show care for others in the larger community with our words and actions.
- Refrain from any activity which reflects poorly on HPA or runs contrary to the HPA Honor or Citizenship systems.

- **On campus:**

Students should:

- Be courteous and respectful to all members of the community and to visitors.
- Use appropriate language at all times.
- Be where they are supposed to be and not leave the campus without a parent or staff member.
- Be good stewards of the environment by not littering and by taking care not to damage trees or plants.
- Respect the property of others and not tamper with cars or damage other property.

- **In the classroom:**

Students should:

- Arrive on time to class with the appropriate materials to work.
- Be courteous to teachers and other students.
- Respect all classroom rules, teacher directions, and materials used in class.
- Demonstrate a commitment to learning.
- Demonstrate academic honesty.

- **In the lunchroom:**

Students should:

- Take what they want and eat what they take.
- Keep voices at a respectable level.

- Refrain from throwing food, running, or engaging in any other disruptive behavior in the lunchroom.
- Contribute to keeping the lunchroom clean by:
 - taking turns bringing trays to the front.
 - cleaning the tables, chairs, floors, and the area around their table before being dismissed.

- **In chapel:**

Students should:

- Arrive on time and enter the chapel in silence.
- Respect the silence during the meeting and refrain from distracting peers in any way.
- Sit up and refrain from covering their heads with hoods, pulled down hats, shirts, jackets, or other clothing.
- Refrain from reading, writing, texting, or engaging in any other distracting behavior during the meeting.

- **In assemblies:**

Students should:

- Arrive on time.
- Come to order when asked.
- Respect the program and/or performers by being courteous with applause or other forms of approval.
- Refrain from running, jumping, pushing, climbing over seats, putting feet on seats, or engaging in any other in appropriate behavior.

- **In the pavilion, student union, lanais:**

Students should:

- Respect the property and space of others.
- Check personal mailbox daily; refrain from tampering with other students’ mailboxes.
- Store all backpacks, books and coats in lockers. Store sports equipment in sports lockers.
- Help keep the lockers clean by refraining from writing on them, by throwing away perishable goods and trash, and by cleaning out miscellaneous papers / clothing regularly.
- Be efficient with their time in order to arrive on time to class or school activity.

- **On field trips:**

Students should:

- Always keep in mind that they are representing the school and behave accordingly.
 - Respect the people and environment in which the field trip takes place.
 - Pay attention to the directions of teachers, chaperones, and guides.
 - Clean up after themselves on the bus and at the field trip site.
 - Refrain from shouting or getting out of their seats while the bus is moving and follow all bus rules.
- **In after school activities/sports:**
Students should:
 - Always keep in mind that the school rules extend into after school activities
 - Respect the people and environment in the afterschool program.
 - Follow all directions of the teachers/coaches.
 - Clean up spaces used before departing home.
- **At sporting events:**
Students should:
 - Always keep in mind that they are representing the school and behave accordingly.
 - Demonstrate good sportsmanship by winning and losing gracefully
 - Remember to keep all comments, cheers, and remarks to teammates, opponents, and officials POSITIVE.
 - Clean up the locker area or bench area used.
- **During study hall:**
Students should:
 - Arrive on time and with ALL materials needed.
 - Respect the fact that others are trying to work quietly by minimizing distracting behavior.
 - Follow rules posted by the tutorial committee.
 - Ask tutorial or interdisciplinary teacher for permission to leave room and return promptly.

Citizenship Behaviors and Possible Consequences/Demerits

- **Level One Offenses. Recommended demerits: one (1)**
 - Appliance-improper possession
 - Cell phone/iPod, etc. misuse
 - Circumstantial misconduct
 - Discourteous conduct
 - Disturbance (class, dorm, etc.)
 - Failure to follow instruction
 - Improper performance of duty (work program)
 - Inappropriate display of affection
 - Dress code violation
 - Language infraction-minor
 - Littering on campus
 - Lunch dishes not returned
 - No parking decal
 - No sport sign up
 - On campus after hours
 - Parking in wrong space or restricted area
 - Personal belongings not secured
 - Possession of inappropriate material
 - Signed up for activity/no show
 - Unexcused tardy (assembly, chapel, class, class or school meeting, work program, sports)
 - Study hall-poor use of time with warning
 - Unbecoming behavior for an HPA Student
 - Vehicle paperwork not current-see Upper School Office
- **Level Two Offenses. Recommended demerits: two (2)**
 - Unexcused absence (advisory, assembly, chapel, sports, class, school meeting, work program, song practice)
 - Abuse of school property
 - Dismissed from a class
 - In dorm without permission
 - Infirmary - misuse, paperwork needed
 - Language infraction-major
 - Leave form not submitted
 - Library material overdue-repeat notice
 - Out of bounds-specific place not to go
 - Smoking / possession of tobacco/Prod./Paraph.
- **Level Three Offenses. Recommend demerits: four (4)**
 - Unexcused absence from class

- Direct disobedience (faculty, coach, administrator, etc)
- Disrespect to employee
- Inflammables - matches, lighters etc.
- Leaving class w/out permission
- Misuse of library, comp material
- Off campus without permission
- Reckless driving
- Vandalism

- **Administrative Hearing Level Infractions**

These infractions will receive a formal meeting with either the DSL and/or the principal, along with the student's advisor and possibly a counselor. The DSL and/or the principal may call for a full panel hearing with the assistant headmaster.

- **Administrative Hearing Procedures**

The DSL, the principal, and/or assistant headmaster will gather relevant information, present the information to the assistant headmaster, and collectively they will make a ruling.

- Prior to any ruling, the student and his advisor shall have fair opportunity to offer relevant comments and information.
- Prior to the administrative hearing, the Dean of Student Life or Principal will contact the student's parents/guardians.
- Appropriate members of the counseling team also are notified so they might act as an advocate and support person for the student.
- Following the outcome of the administrative hearing, the principal or assistant headmaster will call the parents/guardians and send an official letter.
- Depending on the nature of the conduct involved, dispositions may vary in terms of severity.
- Students who are dismissed as a result of their conduct may appeal the decision to the headmaster.
- Administrative hearing results are posted in the dining room

CITIZENSHIP: COMMUNITY EXPECTATIONS

Continued from page 27

- **Tracking Attendance Data**

Attendance is recorded in the school's faculty attendance program and the information is transferred to the Citizenship System.

Parents can view their child's current citizenship status in the Parent Information Center on the school Web site. Faculty/advisors along with parents/students receive a daily e-bulletin listing students and their cumulative total for demerits. Students also may check their citizenship status at the Upper School Office.

Errors in attendance must be reported to the citizenship coordinator within a week of the information appearing in the Citizenship System.

Student Behavior and Attendance at Other Commitments⁵⁻⁰⁴

A day student who earns four or more demerits as a result of behaving poorly will be assigned four hours of work on an assigned Weekend Work Program (WWP). Boarding students will be issued WWP when they reach six demerits. Boarding students have a higher threshold because, unlike day students, they are subject to demerits during the 5:30 p.m. to 8 a.m. time period.

Demerit point ranges listed are recommendations. The severity of some infractions might call for the DSL, CC, or the principal to increase the amount of demerits, or to call for an administrative hearing. In cases where a single act of poor judgment involves multiple infractions, students are subject to all earned

demerits. Students who have difficulty meeting the expectations of the school will meet with the DSL, CC, or principal to discuss their future at the school.

In addition to the issuance of demerits, some infractions will result in a meeting with school counselors, advisors, DSL, CC, principal or assistant headmaster. Repeated infractions at any of the first three levels may result in more demerits or an administrative hearing, as recommended by the DSL or principal.

No attempt is made to cover herein every type of infraction or to list a steadfast demerit or consequence. Students are expected to know the difference between proper and improper behavior and to discipline themselves to act like ladies and gentlemen. Students are advised to seek assistance from their parents and guardians, HPA teachers, advisors, counselors or administrators, should they need clarification on whether an act they are about to do, is right or wrong. Generally speaking, if one has to ask if an action they're about to take, is right or wrong, it's usually wrong.

Citizenship Behaviors and Possible Consequences/ Demerits⁵⁻⁰⁵

The list of infractions on page 29 is a representative list of behaviors that we feel need careful attention from our school community. This is not a sequential order of behaviors and consequences. In other words, a student's behavior could warrant a Level 3 response immediately if necessary. Additionally, there might be a behavior not specifically listed in here that may require a disciplinary response from the school.

- **What is Weekend Work Program (WWP)?**

As a result of earning four or more demerits, a student will be assigned to Weekend Work Program (WWP). WWP will be held on assigned Saturdays from 8 a.m.-noon and supervised by a school administrator or faculty member. Students will provide service to the school. In most cases, students should wear work clothes, shoes, sunscreen, and a hat as needed. The school will provide gloves and water.

When a student is assigned to WWP, it will be done at a meeting with either the DSL or the principal. The Upper School Office will contact the student's parents to discuss arrangements. Assigned students should check the board outside of the Upper School Office on the Friday prior to reporting to receive further instructions. Following attendance at an WWP, should similar infractions continue, intervention by the DSL or the principal will occur.

Students whose behavior has resulted in multiple WWP dispositions, will meet with the DSL or the principal to discuss the student's future at the school.

Demerits earned inside of two weeks prior to the beginning of semester examinations that warrant result in WWP, will be deferred until immediately after the student's last exam. At that time, the student will work his/her four hours at such time and on such a day that the principal or the DSL may decide.

Should a student have a conflict with attending WWP, such as participat-

CITIZENSHIP: COMMUNITY EXPECTATIONS

ing on an officially recognized school sport or performance group, an alternate date will be assigned.

- **Citizenship Grades**

Students will receive one of the following marks on their report card:

1. P+: Pass with distinction, no demerits were ever given.
2. P: Passed, the student is in good standing.
3. F: Fail, the student has more than the acceptable level of demerits (4+), or the student has not reported to assigned workday.

- **Out-of-School and Off-Campus Behavior**

Students always should be aware that certain activities even outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, reflects poorly on the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school.

Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under

the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use, or possession of alcohol or a controlled substance; use or misuse of computers, social networking sites, or other Web sites (personal, at home, or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

- **A Note To Parents**

You, too, have an obligation with respect to this issue. If your child is planning to attend a social event off campus, an event which is not officially sponsored or supervised by HPA, take some time to familiarize yourself with the sponsor or the chaperone of the event.

Phone that person and determine what checks and balances are going to be in place concerning such matters as the number of parties expected, the age groups expected, whether alcohol is barred (not only for those underage, but for adults, too), the number of adults who will be supervising those who are underage, the use of motor vehicles, sleep-over arrangements, starting and ending times, and any other matter that can give you comfort about an off-campus gathering your child wishes to attend.

Once a student is properly signed out and off campus pursuant to your consent (whether for a night or a weekend), we have no control over your child, the social gathering he/she plans to attend, or the people with

whom your child will be associating. So, some investigation on your part can be a wise thing.

Weapons On Campus⁵⁻⁰⁶

Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited. Violation of this policy shall result in immediate and swift action by school officials, which action may include expulsion. At its discretion, the school may, however, determine that, based on the facts of the particular case, special circumstances exist that another disciplinary action is warranted.

An exception to this policy may be made for students participating in an authorized part of the curriculum, or in any organization permitted by the school to use its premises.

Any student who brings a firearm or weapon to school or who otherwise violates this policy may be referred to law enforcement officials for prosecution or other appropriate action in the criminal justice or juvenile justice system.

Deadly or dangerous weapons include, but are not limited to, firearms, ammunition, deadly or dangerous weapons, switchblade knives, butterfly knives/swords, click knives, daggers, black-jacks, slug shots, billy clubs, brass/metal knuckles, martial arts stars, and nunchakus.

Other deadly or dangerous weapons is limited to instruments where sole design is to inflict bodily injury or death.

CITIZENSHIP: COMMUNITY EXPECTATIONS

Drug/Alcohol Policy ⁵⁻⁰⁷

Please be advised that the following policies, rules, and regulations apply to the possession or use of marijuana or other illicit substances (e.g. alcoholic beverages, otherwise legal substances used in an injurious or unhealthy manner) that might also be referred to as “contraband.”

1. We are not naïve. We recognize that we are not immune from the same issues with which society at large must grapple. Thus, we know that a few students can make mistakes in an area such as this, and we believe that some students making such a mistake are entitled to a healthy dose of compassion *IF* they recognize the mistake and ask for help. With these thoughts in mind, an HPA student who self-discloses to the Upper School principal, the dean of student life, or the assistant headmaster the use of a substance BEFORE that particular student has been identified by administration officials for urinalysis or other drug testing, will be given a chance to remain at HPA. This chance will be extended provided that the student complies fully and successfully with any treatment or counseling which the school will arrange (at the family’s expense) and, provided further, that the student successfully completes such period of probationary enrollment as the school may determine to be appropriate. This is our “One Chance Policy.” All students, parents, and guardians are asked to commit this policy to memory and to take it to heart.
2. A student who has availed herself/himself of our One Chance Policy and then later possesses or uses contraband on campus will either be

dismissed from school or, depending on the facts and circumstances of the case, be permitted to withdraw in lieu of dismissal.

3. A student who, without any previous One Chance Policy involvement, is discovered for the first time to be using or possessing contraband on campus will be dismissed for a minimum of one semester. Depending on the facts and circumstances of the case, the student may be extended the opportunity to re-apply for admission, provided that the student has successfully complied with such terms and conditions as were imposed at the time of the student’s separation from HPA. If re-admitted, the student’s status will be probationary until the student is advised otherwise. A student who commits a first offense, is dismissed, is re-admitted, and later commits a second offense of possessing or using marijuana or other illicit substance on campus will be dismissed permanently from the school or, perhaps, offered the opportunity to withdraw in lieu of permanent dismissal.
4. A student found to be distributing contraband or who has possession, custody, or control of contraband with the intent to distribute will be dismissed permanently without any opportunity for withdrawal or re-enrollment in the future.
5. Any student possessing contraband or use paraphernalia, contraband residue in any amount, or any compound or agent designed to mask the use of contraband will be subject to severe punishment as determined on a case-by-case basis by the headmaster or the assistant headmaster following the receipt of a report from either the Honor System or the

Citizenship System or an administrative panel convened to weigh the facts and develop a dispositional recommendation.

6. Concerning the terms “probationary status” and “probation”, they can have varying definitions from school to school. Here at HPA, being on probation means that, if you commit a major Citizenship or Honor offense or accumulate such minor offenses that, in the opinion of school officials, call into question your fitness to remain as an HPA student, you will be subject to immediate expulsion without entitlement to any further procedure or hearing of any sort.

Ours is a fine school and with a boost of clarity and consistency in this important behavioral area, this will remain the case. The vast majority of our students are here for all the right reasons. This being the case, we need to make sure we do our level best to maintain for these young people an environment in which living and learning in the healthiest of ways is promoted and where rules and expectations are not subject to misunderstanding or varying interpretations.

Parents and guardians, we ask for your assistance in this endeavor. As we will be doing here on campus, please connect with your sons and daughters regarding the importance of this subject matter. Please impress upon them that HPA is all about being a safe, hospitable, and healthy community of learning.

Please note that the Voluntary Random Drug Testing (VRDT) program is separate from the drug testing program the school’s administration might require if a student’s behavior is raising concerns.

CITIZENSHIP: COMMUNITY EXPECTATIONS

End of Year Traditions and Responsibilities⁵⁻⁰⁸

There are many traditions and festivities in the final days of school leading up to Commencement. All underclassmen participate in chair moving. In addition, freshmen participate in campus cleanup, sophomores are responsible for all duties associated with Baccalaureate dinner, and juniors prepare the gymnasium for the Commencement ceremony. Students who fail to fulfill these responsibilities will have disciplinary action carried over to the start of the next school year.

- Freshmen students may not leave until their campus cleanup project has been completed following the last exam. This is a large project and it is crucial that all students are involved and handling their share of the workload. The class deans are the organizers of this activity.
- Sophomore students may not leave until their activity of serving the Baccalaureate dinner has been completed. This is a large project and it is crucial that all students are involved and handling their share of the workload. The class deans are the organizers of this activity.
- Junior students are responsible for obtaining and setting up the decorations for the Commencement ceremony. This is a large project and it is crucial that all students are involved and handling their share of the workload. Gym decoration begins following the last exam that is held in the gym and continues right up to graduation day. The class deans are the organizers for this activity.

Dismissed Students⁵⁻⁰⁹

Dismissed students (or those who withdraw in lieu of dismissal) are not

permitted to return to campus for any reason other than for publicly-held events or with specific permission from the principal. Sections of campus open to the public are confined to the gym, playing fields, swimming pool, tennis courts, and theatre. This prohibition extends to school events such as the prom, community service programs, and all other such school-sponsored events. Those who violate this provision may be considered to be trespassers and may be referred to the appropriate legal authorities.

Search and Seizure of Lockers, Backpacks, and Computer⁵⁻¹⁰

Since the school is responsible for the safety of all students, the school reserves the right to conduct searches at any time, and for any reason. This reservation of right includes automobiles, rooms, lockers, backpacks, computers, personal electronic devices (e.g. cell phones, media players), and other areas, items, or containers.

Information Technology⁵⁻¹¹

HPA has an extensive computer network and maintains more than 200 computers (mostly Macs) that provide access to software, the Internet, e-mail, servers, and printers. Every student must read the HPA Acceptable Use Policy prior to receiving an account on the HPA network. This can be done by contacting the information technology department. Student e-mail and Internet use are subject to regular monitoring.

As an educational community, computer technology brings numerous benefits to a student's education. In the best interest of all students and to provide the maximum benefit to each of them, the following guidelines have been established for computer use:

- All dormitory rooms are wired for computer connection to the HPA network and the Internet
- Students may bring their personal computers to school for use in their room (although they are not necessary because of the large number of computers available for student use). Personal computers brought to school should be equipped with a 10-base-T Ethernet connection so that access to the HPA network and the Internet is possible. Personal computers should be secured in students' rooms, and parents/guardians should consider additional household insurance for their students' computers.
- Discman and MP3 players are not allowed in the technology center.
- School computers are for educational use. Playing games, "surfing the Net" for recreational purposes, playing musical CDs, or "chatting" are inappropriate uses of the school's computers during the academic day or during evening study hall.

• Acceptable Use Policy (AUP)

Hawai'i Preparatory Academy provides computer, network, and Internet access to all its students. HPA strongly believes in the educational value of such service to support the curriculum and student learning at our school.

Students are expected to utilize the information technology resources in a responsible and ethical manner.

Acceptable Use: The use of the HPA information technology system must be in support of education and research and be compatible with HPA's educational goals and objectives. When using the Internet, student should never give out personal information such as name, age, address, or phone

CITIZENSHIP: COMMUNITY EXPECTATIONS

number. Student may not utilize the system to access, send, or store material that is pornographic, illegal, racist, sexist, that contains vulgar language, or is in any way mean or harmful to other individuals. Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Additionally, students must abide by the school's policy regarding appropriate use of all other technology tools such as personal cell phones, MP3 players, laptop computers, and other electronic devices. Cyber-bullying, inappropriate text-messaging, and any other use of technology that is deemed inappropriate or detrimental to the learning process at HPA is strictly prohibited and will warrant immediate disciplinary action.

Personal Responsibility: As members of this school, students are expected to accept personal responsibility for their actions and for reporting any misuse of the information technology systems to the system administrator(s). Students are expected to abide by the

generally accepted rules of computer etiquette and ethics. When on campus or involved in a school-related activity, students are expected to use their personal technology in a responsible and positive manner.

Privileges: The use of electronic information services and use of personal technology tools at school is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Services: HPA makes no warranties of any kind, whether expressed or implied, for the computer services it provides. HPA will not be responsible for any damages suffered while using these services. Use of any information obtained via the information technology system is at a student's own risk.

Security: Security on any information technology system is a high priority because there are so many users. If a security problem is identified, he/she must notify the system administrator(s) at once. He/she must never demonstrate the problem to other users. Students must never use another individual's account without written permission from that person.

Electronic Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the loading or creation of computer viruses or destroying or altering another user's files. Any vandalism may result in the loss of information technology services, disciplinary action, and legal referral.

Students are expected to abide by the provisions and conditions of these policies. Any violation of the above policies may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Chapter 6

STUDENT SERVICES

Accounting/Business Office and Financial Services ⁶⁻⁰¹

The accounting office is located above the dining room in Taylor Commons at the Upper Campus.

• Enrollment Agreement

Enrollment agreements for the following school year are mailed in February. An enrollment agreement for each child enrolled at Hawai'i Preparatory Academy must be signed and returned by the due date stated in the agreement in order to retain the child's space for the next academic year. This agreement must be signed by both parents or guardians who are responsible for tuition and all other charges.

Registration forms for the following school year are available online in March. All registration forms for each child must be completed and returned by the due date stated on the forms in order to complete the registration process. Failure to complete and return all required registration forms may result in deferral of registration or cancellation of the Enrollment Agreement.

• Tuition Deposit

Tuition Deposit: A non-refundable tuition deposit must be submitted with the Enrollment Agreement to retain the student's space for the next school year. Withdrawal, subject to deposit forfeiture and payment of 10 percent of tuition, must be made in writing to the HPA Admission Office prior to August 15.

Security Deposit: A security deposit of \$100 is collected for boarding students, equipment damage for which your child might be responsible. Any balance at the end of the school year will be credited to your child's student bank account or refunded. If there has been no damage, the entire deposit will be refunded.

• Tuition Deposit Payment Methods

Check or Money Order: Please make checks payable to *Hawai'i Preparatory Academy* and note the name of the student(s) on the check.

VISA or MasterCard: HPA accepts only VISA and MasterCard credit cards for deposit payments.

Wire Transfer: To make payments for enrollment deposit or student bank accounts, please call the HPA Accounting Office at 808-881-4043 or 808-881-4014.

• Tuition Payment Plan Options

Tuition Management Systems (TMS) manages all tuition payments for HPA (*excluding enrollment deposits*). HPA will handle the sign-up process with TMS for you. TMS will send tuition billing statements to families and all tuition payments should be made directly to TMS. The following TMS tuition payment options are available:

One-Payment Plan: This plan allows you to make one interest-free payment that is due July 1. By paying the entire tuition up front, you will receive a tuition discount (see schedule at www.hpa.edu/admissions/registra-

[tion/tuition-payment-plans](http://www.hpa.edu/admissions/registra-tion/tuition-payment-plans)). You also must complete an HMSA). There is no enrollment fee for this plan.

Two-Payment Plan: This plan allows you to make two interest-free payments that are due August 1 and December 1 (see schedule at www.hpa.edu/admissions/registration/tuition-payment-plans). There is no enrollment fee for this plan.

Four-Payment Plan: For a non-refundable enrollment fee of \$65, this plan allows four equal interest-free payments. Payments are due June 1, August 1, October 1, and December 1.

10-Payment Plan: For a non-refundable enrollment fee of \$65, this plan allows 10 equal monthly interest-free payments. The first payment is due May 1 and the last payment is due February 1.

Other Tuition Loans: You might be able to obtain a tuition loan with flexible payments through your financial institution. To make arrangements, contact your banker.

• Tuition Payment Methods

Check or Money Order: Make checks payable to *Tuition Management Systems* and note the name of the student(s) on the check.

Electronic Check: Set up a one-time electronic withdrawal from your checking account. *Families are assessed a \$5 convenience fee by TMS for this service.*

STUDENT SERVICES

Automatic Checking Withdrawal (ACH): Set up automatic electronic withdrawals from your checking account based on your payment plan.

Wire Transfer: Western Union or bank-to-bank transfer options are available.

Credit Card: TMS accepts MasterCard, Discover Card, and American Express. **Families are assessed a convenience fee by TMS for this service (fee varies based on payment amount).**

If you have any questions, please contact the Accounting Office (e-mail: business@hpa.edu; phone: 808-881-4043).

- **Student Bank**

The HPA student bank system is operated as a convenience to our students and their families. Students may charge a variety of items to their accounts, including textbooks, athletic supplies, airline tickets, medical bills, and general items available in the school bookstore. The charge system reduces the student's need to carry cash and provides our parents with a record of expenditures through monthly statements. It is important that parents discuss with their children the guidelines explained below and stress the need for responsible management of their personal funds. Students may begin charging at the school bookstore after their student bank account deposits have been received.

Your check for the initial student bank deposit should arrive no later than August 1. Please indicate "For Student Bank" on the check to ensure proper credit. We ask that students without "charge" permission pay for their purchases at school by cash or check.

- **Student Bank Guidelines for Boarding Students (Grades 6-12)**

The Accounting Office sets up a student bank account for each boarding student enrolled at HPA. All medical expenses incurred by your child and billed to the school are charged to this account. You also may permit your child to charge other incidental school-related expenses to this account. See the Financial Form to give permission for your child to charge to his/her student bank account.

Parents will receive monthly statements from the Accounting Office. We recommend that, in addition to the amount required for fees and deposits, you deposit \$600 in your child's student bank account at the beginning of the school year. This amount should cover textbooks and other initial expenses.

In order to provide emergency funds for your child, his/her account must maintain a minimum balance of \$400. If your child's account is overdrawn, charge privileges *will be withheld* and one percent interest will be charged each month on the unpaid balance. Any credit balance at the end of the year may be refunded or may be carried forward to your child's account for the following academic year.

Cash Allowance and Withdrawals: If you would like your child to receive a weekly allowance, please indicate so on the Financial Form. We also provide an option so students can obtain extra cash from their student bank for vacation travel and emergency use. The Financial Form enables us to disburse money to your child from his/her account according to your wishes.

Cash withdrawals larger than a boarder's student bank balance will not be authorized until sufficient funds are deposited to cover them. HPA has adopted this policy to encourage boarders to become more proficient in managing their money. **Parents are encouraged to discuss this policy with their children before the start of school.**

Phone Calls: We encourage communication between students and their families, and we can provide personal telephone authorization codes for students to use when making long distance calls from school telephones. Charges for calls placed will be billed directly to the student's account. Parents will be responsible for all calls placed through their child's personal telephone authorization code and parents should discuss with their children the importance of keeping their personal telephone authorization code private. See the Financial Form to give permission for your child to have a personal telephone authorization code.

Facsimile Machine Use: Our fax machines provide ease of communication for parents who must quickly contact someone at school. The Upper School number is 808-881-4050; the Middle School number is 808-885-2510.

Airline Tickets: It is often easier for the school to purchase airline tickets for students who live outside the U.S. If you would like us to purchase your child's tickets, we require a sufficient balance in your child's student bank account prior to the purchase to cover these costs. See "Travel" on page 52 for detailed travel information.

Medical and Dental Bills: HPA's relationships with local doctors and

STUDENT SERVICES

dentists are better when the school, in effect, guarantees the payment of bills of out-of-state students. When we receive bills for these students, we will charge the student bank account and send a copy of the bill to the parents. If the student is enrolled in Dewar's Student Accident Plan, we will file the necessary forms. See "Health Services" on page 49 for information on insurance.

- **Student Bank Guidelines for Day Students (Grades 6-12)**

We recommend that, in addition to the amount required for fees and deposits, you deposit \$350 to your child's student bank account at the beginning of the school year. You may deposit additional funds according to your child's needs, but a \$100 balance must be maintained. If your child's account is overdrawn, charge privileges *will be withheld* and one percent interest will be charged each month on the unpaid balance.

- **Student Bank Payment Options**

Check or Money Order: Please make checks payable to *Hawai'i Preparatory Academy* and note the student's name on the check.

VISA or MasterCard: HPA accepts VISA and MasterCard credit card payments for student bank accounts.

Online Credit Card Payment with VISA or MasterCard: Please log in to the school's Web site at www.hpa.edu/parents-and-students. This is a secure site. You will find the credit card payment option in the "Financial Information" section. If you need assistance with login information, please contact the Business Office (phone: 808-881-

4019; e-mail: business@hpa.edu). For security purposes your login information will be mailed to you.

Wire Transfer: To make payments for enrollment deposit or student bank accounts, please call the HPA Accounting Office at 808-881-4043 or 808-881-4014.

- **Health Insurance and Student Accident Plans**

Please see "Health Services" on page 38 for additional information.

- **Optional Programs**

The programs listed below may be selected in addition to those required by the school. Most of them are listed on the Financial Form and may be selected directly on that form.

- HMSA Medical Plan
- School Yearbook
- Student Accident Plan
- Tuition Refund Plan

Health Services ⁶⁻⁰²

The HPA Health Services Department believes that healthy students are best equipped to benefit from any learning opportunities. The health staff promotes the health of students by providing health and counseling services and by working with the administration, faculty, and staff to ensure a healthy school environment. Students with questions or concerns regarding any aspect of their health are encouraged to visit the health center at any time to speak with the nurse on duty.

- **Student Information/Health Authorization Form**

A Student Information/Health Authorization Form (previously called

Student Health Record) is required each year. This form asks for information as to how we can contact you, or your emergency contacts when necessary. It asks for insurance and health provider information. It also gives parents the opportunity to state health concerns that would help nurses and school staff provide better care to the student. A very important part of this health record is the *Health Authorization* release which gives school staff permission to provide health care whenever necessary.

- **Physical Examination**

All Upper School students are required to have a complete physical examination each year. The deadline to return the Physical Examination Form to the Health Services Department is June 30. Students entering school in Hawai'i for the first time must have their physical examinations completed within one year prior to school entry and performed by a U.S. licensed medical doctor, doctor of osteopathy, advanced practice registered nurse, or physician assistant. Returning students may have their physical examinations performed by physicians licensed in other countries.

- **Health Insurance**

All students must be covered by health insurance. If your child is not currently covered by a policy, you might want to consider our HMSA Student Plan, which is available to all students enrolled at HPA. Coverage for this plan commences on September 1 and ends August 31. You can sign up for the HMSA Student Plan on the Financial Form (available at www.hpa.edu/admissions/registration). You also must complete an HMSA

STUDENT SERVICES

Enrollment Packet, which will be sent to you by the Accounting Office after submitting the Financial Form.

NOTE: If a student arrives at school with no health insurance, he/she will be enrolled in the HMSA Student Plan and the cost billed to the student's HPA account.

- **Student Accident Plan**

This plan, which is offered by Dewar, provides reimbursement for medical expenses due to an accident. The accident plan pays for qualifying medical costs in excess of \$25 arising from accidental bodily injury with a maximum limit of \$1,000 per accident. The Student Accident Plan applies to grades K-12. If you wish to obtain this coverage, please indicate so on the Financial Form and signing and returning the authorization form provided with the brochure. The brochure and authorization form also are available online when you go to www.hpa.edu/enrollment/insurance and click on "Student Accident Plan."

HPA will then charge the premiums to your child's account.

NOTE: Illness and prescriptions are not covered under this plan.

- **Dentists/Orthodontists**

We strongly urge all students to have annual exams and cleanings and complete their routine dental care during school vacations by a dentist of their choice. For those students from out of town, please contact the Health Services Department for a list of available dentists and orthodontists in the area.

Dental Examinations: All boarding students are required to have a dental exam within the last year. The dental exam can be completed by a qualified non-U.S. licensed dentist. A Dental Ex-

amination form should be completed and signed by the examining dentist and returned to the Health Services Department.

Dental Insurance: We strongly recommend that boarding students be covered by dental insurance. HPA does not offer a student dental plan.

- **Immunization Record**

The State Department of Health requires basic immunizations and boosters for all students attending school in Hawai'i. A complete record of immunizations certified by a U.S. licensed medical doctor, doctor of osteopathy, advanced practice registered nurse, or physician assistant must appear in the student's file. The Physical Examination form lists the immunizations required.

Boarding students who arrive at school without the required immunizations will be taken to the school doctors to complete their requirements. Any charges incurred will be billed to the student's account.

- **Tuberculin Test (TB)**

Any student who is entering school in Hawai'i for the first time must have a TB test completed within one year before beginning classes. *A student not meeting this requirement will not be allowed to attend classes, in accordance with state law.* Any returning student who has been in a country of high TB prevalence for at least eight consecutive weeks is subject to retesting for TB by school nurses upon returning to HPA.

The skin test result should be recorded on the Physical Examination form. If the skin test is positive, a chest x-ray is

required. The TB test and chest x-ray must be done in the U.S. or in a U.S. government medical facility.

If the student is outside the U.S. and a U.S. government facility is not available, an HPA nurse will administer the TB skin test upon the student's arrival at school for a \$5 fee. Students needing chest x-rays will be taken to North Hawai'i Community Hospital to have them done. Any charges incurred will be billed to the student's account.

Any returning student who has been in a country of high TB prevalence for eight consecutive weeks or more is subject to retesting for TB by school nurses upon his/her return to school.

- **Health Center**

Nurses on duty provide health care and counseling and make referrals as needed. There always is a nurse on call whenever the Health Services Department is closed. As an additional precaution, all dorm faculty members are trained to deal with minor illnesses and injuries. The health center is open Monday through Friday from 7:30 a.m. to 5:30 p.m. and on Saturdays from 7:30 a.m. to noon when school is in session.

- **Illness/Injury**

Students who become ill or injured while on campus should report to the health center immediately. If a nurse is unavailable, the student should contact the Upper School Office (ext. 4002) or the nearest faculty member. If a day student becomes ill during the school day and wishes to go home, the nurse will require permission from a parent or guardian before the student will be

STUDENT SERVICES

allowed to leave campus. All students must report to the health center when they are too ill to attend sports.

Boarders who are ill and wish to be seen by a physician should report to the health center between 7:30 and 7:45 a.m. The nurse on duty will determine whether a student should see a doctor. In an emergency, the student will be taken immediately to the doctor or to the emergency room. If a student is too ill to leave the dorm room, he/she should contact the health center (ext. 4022) through the dorm head or faculty member on duty so a dorm visit can be arranged with the nurse. A student will not receive a medical excuse from class, sports, or other required activity unless he/she has seen or spoken to the nurse. Absence without a medical excuse from the nurse is considered a cut.

• Health Appointments and Transportation

Many of our students have their own family physicians and we encourage them to continue to schedule appointments with them as needed. As a convenience to our students who might not have a local physician, or for those students who are unable to travel off campus during the school day, HPA works with Waimea pediatrician Dr. Virginia Hatch-Pigott. Dr. Hatch-Pigott offers clinics for HPA students in the school infirmary from 8 to 10 a.m. on Mondays and Wednesdays and by appointment, or as needed, on Fridays. Appointments can be scheduled for illness, general health maintenance, and HPA physicals by calling the HPA Infirmary at 808-881-4022 during regular office hours, 7:30 a.m. to 5 p.m., Monday-Friday.

Students are urged to complete routine dental work, eye examinations, and any procedures requiring lengthy appointments, e.g. application of braces and tooth extractions, during vacation periods in order to minimize school absences. If a health appointment must be scheduled during the school day, the student is required to bring a health provider's note to the nurse upon his/her return to school. Students leaving campus for health appointments need to sign out and sign back in at the health center.

Boarding Students: The Health Services Department works with the health providers in the area to schedule appointments when they are needed and at times that will minimize the negative impact on the student's academic schedule and the nurses' work schedule. We ask that parents of boarding students allow the nursing staff to schedule any health appointments.

The nursing staff will provide transportation to health appointments for boarding students. When necessary, transportation to health appointments outside of Waimea will be arranged and a transportation fee of up to \$80 will be charged. In some instances when a nursing staff member is not available to drive, the student may need to use a taxi service. To avoid prolonged class absences and extra charges, we strongly urge students to use the services of health providers located in Waimea.

• Counseling Appointments

Nurses are available to speak to students about health or other concerns. Nurses also can make referrals to the counselor or other health providers. Students may contact the school counselor directly (ext. 4038).

• Medications

Non-prescription medications such as Tylenol and Tums will be administered as deemed appropriate by the nurse or other HPA staff.

Day Students: Day students taking controlled and/or psychoactive medications will have their medication administered by health staff. Parents/guardians of day students who take medications on a daily basis may have the health services staff administer medication to their child or allow their child to self-administer his/her medication. The following requirements and guidelines pertain to day students taking medications:

- A completed "Request for Administration/Storage of Medication" form must be on file. This form can be obtained from the Health Services Department or downloaded from the HPA Web site (www.hpa.edu/enrollment).
- Students who self-administer their medications must complete the "Self-Administration" form and may only bring a one-day dose to school each day. This form can be obtained from the Health Services Department or downloaded from the HPA Web site (www.hpa.edu/enrollment).
- Injectable medications and supplies will be stored in the health center and administered there.
- Students are not to give any medications to another student. Disciplinary action is warranted should this occur.

If a day student will be self-administering his/her own controlled and/or psychoactive medications, the Request for Self-Administration of Medication form must include a waiver signed

STUDENT SERVICES

by parents/guardians stating the parents/guardians are responsible for making sure that their child properly stores and self-administers his/her medication.

Boarding Students: Parents/guardians of boarding students who take non-prescription or prescription medications on a regular basis are required to inform the school health staff. A student taking a prescription medication on a regular basis is required to have in his/her health file an evaluation by a physician, which provides a diagnosis, the name of the medication, and a treatment plan. Any changes in medication or dosage must be ordered by a physician.

A permission form signed by the student's parent or guardian authorizing the administration of medication by school staff. Forms can be obtained from the Health Services Department. Controlled and/or psychoactive medications must be administered by the nurses or designated school staff. In accordance with standard nursing practice, the school nurse may refuse to administer any medication, which, based upon her assessment and professional judgment has the potential to be harmful, dangerous, or is inappropriate until the prescribing physician has been consulted. The school nurse also will communicate significant observations regarding medication effectiveness and adverse effects to the prescribing physician and parents/guardians.

- **Eye Care**

If your boarding child wears contact lenses or glasses, it is recommended that he/she bring an extra pair to school in case of breakage or loss. Please include a copy of his/her pre-

scription with the health forms. If your child needs glasses for sports, please be sure he/she has an appropriate pair to wear.

- **Overnight Nursing Care**

On occasion, a boarding student may need to remain in the infirmary overnight. A \$95 per night fee will be charged to the student's account to help cover the cost of hiring a night nurse.

- **Abuse Reporting**

"Abuse" is defined to include sexual abuse, intentional physical injury, psychological injury, and exhibiting emotional symptoms resulting from consistent mistreatment or neglect, or physical injury by non-accidental means.

"Neglect" includes being abandoned, without proper parental care or control, subsistence, education, necessary for physical or emotional health where health has—or is likely to—suffer serious impact and deprivation is not primarily due to parent's lack of financial means.

Students are encouraged to seek advice from a counselor or administrator should they know of (or hear of) a suspected abuse or neglect situation happening to another student (or themselves).

Employees are required under Hawai'i law to report any case of suspected abuse or neglect to the Department of Health and Human Services. Any employee with any knowledge of suspected abuse or neglect should report it immediately to the principal or

counselor so that appropriate reporting and necessary responsive action can be taken.

- **Discrimination, Harassment, and Hazing**

Every student has the right to attend school free from harassment in a safe learning environment and to be treated with respect. HPA is committed to providing a learning environment free from all types of discrimination, intimidation, hostility, or abusive conduct that interferes with a student's ability to learn and enjoy all aspects of their educational experience. Student discrimination and harassment will not be tolerated in any form. This policy governs the conduct of a student towards another student or a staff member. Harassment is a form of discrimination that subjects a person to offensive or unwelcome behavior based on sex, race, national origin, color, ancestry, religion, age, sexual orientation, disability, military service, or any other protected status under the law. The most common forms of harassment are bullying, unwelcome or relentless teasing, and hazing.

All formal or informal verbal or written complaints of discrimination, harassment, and hazing are investigated promptly and any student found to have discriminated, harassed, or hazed another student or staff member will be disciplined. Consequences range from verbal warnings to immediate dismissal.

NOTE: See list of "Bullying Behaviors" on page 43.

- **Sexual Harassment Policy**

Hawai'i Preparatory Academy is committed to providing a safe learning,

STUDENT SERVICES

living, and working environment for everyone. Harassment or intimidation of any kind, including sexual harassment, is prohibited and will not be tolerated.

All formal and informal, verbal or written complaints of sexual harassment will be investigated, and any student or staff member who is found to have engaged in sexual harassment toward any student or staff member will be disciplined. Consequences will range from verbal warnings to immediate dismissal. This policy governs behavior of individuals towards members of the opposite sex and members of the same sex.

Definitions: Any type of uninvited or unwanted conduct directed toward another individual because of his/her gender or sexual orientation may constitute sexual harassment. Sexual harassment is not flirting or dating behavior. Instead, it is an assertion of power of one person or group against another person or group.

Examples of sexual harassment can include, but are not limited to, the types of behaviors listed below:

- Conversations that are too personal.
- Unwelcome massaging of the neck or shoulders.
- Repeatedly asking someone out when s/he is not interested.
- Verbal comments sexual in nature (on parts of the body, clothing, appearance, etc.).
- Inappropriate or sexually degrading name-calling.
- Spreading sexual rumors about an individual.
- Sexually explicit or offensive jokes.

- Obscene gestures with the hands or body.
- Unwelcome touching of another individual's body or clothing.
- Public displays of affection.
- Pressuring another individual for sexual activity.
- Physically intimidating or making another person feel uncomfortable or afraid by cornering, blocking, standing too close, following, leering or staring.
- Sexual assault or attempted sexual assault.

All alleged victims are encouraged to advise the alleged harasser that they find such behavior to be unwelcome and objectionable. It is highly recommended that this conversation be witnessed.

Complaint Procedure: In all incidents involving students, parents/guardians of the alleged victim and harasser will be notified of the charge. When appropriate, a parent conference will be scheduled. A person who believes that he/she has been the subject of sexual harassment, or persons who have knowledge of any sexual harassment, should promptly report the incident(s) to a teacher, advisor, dorm faculty, administrator, or the assistant headmaster, who is the school's designated sexual harassment official. Alleged victims are encouraged to bring a friend or parent with them to provide support.

An unbiased, investigation will be conducted by the assistant headmaster or his/her designee following the steps outlined here:

1. A personal interview will be conducted with the alleged victim. An administrator and/or the student's advisor may be present.
2. A personal interview will be conducted with the alleged harasser. An administrator or the student's advisor may be present, if the alleged harasser is a student.
3. Personal interviews will be conducted with witnesses who were present at the time of the alleged incident.
4. A report will be prepared by the assistant headmaster or his/her designee based on all information gathered. The headmaster may decide to appoint a three-member committee to review the report and recommend appropriate disciplinary action.

The above process will be completed within 10 school days, given the nature of the investigation and the availability of witnesses. Students found to be in violation of the sexual harassment policy may be subject to immediate disciplinary action up to and including, without limitation, any of the following consequences:

- Verbal warning/reprimand
- Written warning/reprimand
- Required attendance at an informational session regarding sexual harassment
- Counseling
- Conduct probation
- Suspension
- Expulsion

Adult harassers (faculty, administration, staff) are subject to the same disciplinary action as students, including termination of employment.

Continued on page 44

STUDENT SERVICES

Bullying Behaviors

The following is a list of behaviors that the Hawai'i Preparatory Academy community considers bullying. We realize that most of the time bullying starts small (teasing, name-calling) and escalates into something much worse (threats of violence, coercion). Our community has made a commitment to helping all of our members understand what bullying behaviors are and stopping them before they escalate. We define bullying as *any hurtful, negative behavior that is done deliberately and is repeated even after the victim has asked the bully to stop.*

- **Physical Aggression**
 - Pushing, shoving, spitting, kicking, hitting
 - Destroying/ defacing property
 - Stealing
 - Physical acts that are demeaning and humiliating (e.g., de-panting)
 - Locking in a closed or confined space
 - Physical violence and family or friends
 - Threatening with a weapon
 - Inflicting bodily harm
- **Social Alienation**
 - Gossiping
 - Embarrassing
 - Setting up to look foolish
 - Spreading rumors about
 - Ethnic slurs
 - Teasing or joking about sexual orientation
 - Excluding from a group
 - Setting up to take the blame
 - Publicly humiliating (e.g. revealing personal information)
 - Social rejection
 - Manipulating social order to achieve rejection
 - Malicious rumormongering
 - Threatening with total isolation by peer group
- **Verbal Aggression**
 - Mocking, name calling, dirty looks, taunting
 - Teasing about clothing or possessions
- Teasing about appearance
- Teasing about heritage, religion, or sexual orientation
- Making intimidating phone calls
- Sending intimidating or mean-spirited e-mails or instant messages
- Verbal threats of aggression against property or possessions
- Verbal threats of violence of inflicting bodily harm
- **Intimidation**
 - Threatening to reveal personal information
 - Writing mean-spirited notes or drawings
 - Publicly challenging to do something
 - Defacing property or clothing
 - Borrowing possessions without permission
 - Taking possessions (e.g. lunch, clothing, toys)
 - Threatening to do something harmful unless money is received (extortion)
 - Threats of using coercion against family or friends
 - Coercion—compelling someone to do something using threats
 - Threatening with a weapon
- **Racial and Ethnic Harassment**
 - Joke telling with racial or ethnic targets
 - Exclusion due to ethnic or cultural group membership
- Exclusion due to choice of activities
- Racial or ethnic slurs, put-downs
- Verbal accusations, insults
- Public humiliation
- Destroying or defacing property due to ethnic or cultural group membership
- Physical or verbal attacks due to group membership
- **Sexual Harassment**
 - Sexual or dirty jokes
 - Conversations that are too personal
 - Joke telling about sexual orientation
 - Howling, catcalls, whistles
 - Leers and stares
 - Wedgies (pulling underwear up at the waist)
 - Repeatedly asking someone out when he or she is not interested
 - Spreading sexual rumors
 - Pressure for sexual activity
 - De-panting
 - Bra-snapping
 - Cornering, blocking, standing too close, following
 - Sexual assault and attempted sexual assault
 - Rape
 - Texting, e-mailing, messaging, or cyberbullying through social networking sites, other electronic means that involve any of the above behaviors.

STUDENT SERVICES

Continued from page 42

Statement of Confidentiality: Information regarding any sexual harassment complaint shall be treated as confidentially as possible, consistent with the school's legal obligations, taking into consideration the need to promptly investigate and the need to take disciplinary action if it is found that sexual harassment has occurred. Information obtained during the investigation will be given only to those individuals who are directly involved in decisions regarding the incident, or as otherwise required by law.

Prohibition of Retaliation: Retaliation toward the alleged victim or witnesses is prohibited. Anyone who retaliates against an individual who reports, testifies, assists, or participates in an investigation proceeding relating to a complaint of sexual harassment may be subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Submission of a sexual harassment complaint will not affect that individual's grades or school activities in the case of a student, or employment in the case of an adult.

Appeals Process: If either party wishes to appeal a decision resulting from an investigation, the matter may be appealed in writing within five (5) days of the date of the decision using this appeals procedure:

1. The student or adult should submit in writing his/her request to appeal the decision to the headmaster.
2. The headmaster, or his designee, will communicate the headmaster's decision on the appeal within five (5) school days.

3. The headmaster's decision will be final and binding upon all parties involved.

Informal Resolution: On occasion, an alleged victim of sexual harassment might not want to file a formal complaint as it might be enough just to talk to the alleged harasser in order for the harassment to stop. In such a situation, informal resolution may be an option.

Informal resolution can take the form of telling the alleged harasser to stop the behavior and why; i.e., that the alleged victim finds such behavior to be unwelcome and objectionable. Or, the alleged victim may choose to write a letter to the alleged harasser that includes:

- A description of the harassing behavior.
- How the behavior makes the alleged victim feel.
- The consequences the alleged victim is experiencing as a result of the behavior.
- A request that the alleged harasser stop the behavior.

The alleged victim should make two copies of the letter; one for him/herself and the other to be given to the alleged harasser in a private conference, with the support and presence of an administrator or the assistant headmaster. During the private conference, the administrator or director of health services, alleged victim, and alleged harasser can discuss the incident.

Support Services: An individual who believes he/she has been a victim of sexual harassment is encouraged to speak with the counselor, the assistant headmaster, his/her advisor, or an administrator. Such counseling and

support might help the individual determine if he/she has been sexually harassed, to cope with the effects of the harassment, or to file a complaint.

Sexual Language and Activity Between Students⁶⁻⁰³

We want our students to enjoy a certain amount of free time. During such periods, students invariably will have the opportunity to be together socially without direct adult supervision. HPA students are expected to develop and maintain a high standard of personal responsibility, trust, and honor. Above all, it must be understood that we view trust as the foundation for the well-being of our community. We also want our students to understand that there is no such thing as "safe sex" for teenagers. Thus, sexual activity and the facts surrounding such activity is not only a matter of discipline and honor; sexual activity also is a matter of student health. For these reasons, we expect all HPA students to behave appropriately in their relationships with each other – whether adults are present or not. Our students are expected specifically not to engage in vulgar, sexually-oriented conversation or in the activities described below:

Inappropriate Public Displays of Physical Intimacy⁶⁻⁰⁴

In public, certain displays of affection (e.g., holding hands, walking arm-in-arm, quick kiss of greeting, etc.) between teenagers attracted to one another are to be expected and are appropriate. Other public displays of affection (e.g., walking with hands in the back of each other's trousers, nuzzling on a stairway, kissing mouth-to-mouth, etc.) are not appropriate. Whether on HPA premises or off-campus at a school-sponsored event or

STUDENT SERVICES

activity, students who engage in public displays of affection or physical intimacy that are vulgar, overly familiar, passionate, or otherwise inappropriate will be counseled, demerited, or subject to other discipline.

Sexual Activity Between Consenting Students⁶⁻⁰⁵

The definition of “sexual activity” can include a number of acts, among them intercourse, certain oral practices, and manual stimulation. Students who are determined to have engaged in consen-

sual sexual activity on- or off-campus during school-sponsored functions or events will be counseled by appropriate adult members of the HPA school community. Additionally, the parents of any involved student will be notified of the activity in question and of the counseling received by the student.

Depending upon the facts and personalities involved in any such incident, an involved student also may be subjected to expulsion or suspension.

Chapter 7

RESIDENTIAL LIFE

Our Residential Life Purpose Statement ⁷⁻⁰¹

The purpose of the residential life program at HPA is to promote the development of students as ethically sound individuals and responsible community members in an enriching environment where students from Hawai'i and the world come to live and learn with each other. The program focuses on the growth of the whole student while striving to affect positively the intellectual, physical, emotional, social, and philosophical aspects of each student's personality.

The overriding themes implicit in our residential life purpose statement are reflected in our efforts to:

- Design, administer, monitor, and maintain a nurturing environment in which dedicated professionals serve all students as effective and caring role models.
- Provide for our students opportunities, tools, resources, and support for academic success, community involvement, leadership development, freedom of expression in the spirit of mutual respect.
- Encourage our students to become engaged and active citizens by understanding how an individual's thoughts, values, beliefs, statements, and actions affect the people with whom he/she lives.
- Assist our students in recognizing the responsibility to contribute to a sustainable society at local, national, and global levels.

- Promote within our students independence and maturity by offering opportunities to develop and practice individual responsibility, leadership skills, ethical behavior, and physical and emotional wellness.

Our Residential Life Goals ⁷⁻⁰²

Our residential life program goals—the successes we seek to achieve with our young people—include the development of:

- A safe, healthy, and nurturing community designed to enhance the continual learning process that takes place intentionally and naturally.
- Competent learners who are independent, resourceful, inquisitive, and creative.
- Sophisticated and perceptive thinkers.
- Effective communicators who listen objectively and critically.
- Culturally aware individuals who respond to cultural differences with understanding, knowledge, and consideration.
- Responsible individuals with sound ethical foundations.
- Wholesome young men and women who set high standards for themselves while also leading lives that are intellectually, physically, emotionally, and spiritually balanced.

Our Measure of Residential Life Success ⁷⁻⁰³

Measuring success in our residential life program involves an assessment of our effectiveness in teaching numer-

ous lessons of living and learning in a community such as ours. These lessons are varied and, depending on the topic at hand, can involve numbers of adults, among these: our dorm parents, other residential life faculty living on campus, our counselors, nurses, administrators, advisors, and, on occasion, special guests. Through programs, presentations, regularly followed procedures, well-understood routines, and, of course, proper adult interaction with our students, we emphasize the following lessons as part of our residential life program:

- Taking care of one's physical and emotional needs by developing sound nutritional habits, sleep regimens, personal hygiene practices, and stress management techniques.
- Structuring, organizing, and managing time in the most effective and beneficial of manners.
- Developing self-reliance, self-discipline, and healthy self-esteem.
- Feeling empathy for others and developing techniques that can be of assistance to oneself and others in times of emotional struggle or difficulty.
- Appreciating the concept of patience, the earning of privileges, and the setting of priorities in a world where "instant" gratification has become an increasingly prevalent expectation.
- Understanding, practicing, and accepting the interrelated concepts of personal responsibility and personal accountability. Abiding by the Honor System.

RESIDENTIAL LIFE

- Getting along with adults and fellow students, respecting the differences in others, and resolving conflict productively and with civility.
- Understanding and balancing the concepts of dependence, independence, and interdependence.
- Being true to the highest sense of self and community and appreciating the virtues of courage and wisdom.

Residential Life Contact Information ⁷⁻⁰⁴

• Dorm Parent On Duty Cell Phone Numbers

Each dorm has an assigned cell phone that is monitored by the dorm parent staff 24 hours per day. Students and parents/guardians are encouraged to call this phone anytime they need immediate or emergency assistance.

- Anna’s Dorm 808-938-3553
- Robertson’s Dorm 808-938-3576
- Hartwell’s Dorm 808-938-3478

• Dorm Parent Contact Information

Anna’s Dorm

- Clark, Brenda 808-881-4396
- Diaz, Mihana. 808-881-4130
- DeAguiar, Malani. 808-881-4101
- Engel, Tania (Head) 808-881-4125
- Ford, Hamilton. 808-881-4197
- Sebastian, Crystal. 808-881-4254
- Tichosky, Marina 808-881-4149

Robertson’s Dorm

- Blacksmith, Kristal. 808-881-4258
- Braithwaite, Rich 808-881-4230
- Emmons, Tisa 808-885-6162
- Franklin, Mike (Head). . . 808-881-4211
- Johnson, Jaime 808-881-4230
- Martin, Joyce. 808-881-4256
- McKenna, Greg. 808-881-4201

Hartwell’s Dorm

- Higgins, Kimo. 808-881-4257
- Huntington, Dave 808-881-4351
- Jarvill, Gary. 808-881-4301
- Kamrow, Chad 808-881-4255
- O’Leary, Patrick 808-881-4252
- Ravaglia, Mark (Head) . . 808-881-4318
- Wawner, Fred 808-881-4330

Evening Proctored Study Hall

- Kamrow, Babs. 808-881-4251

Dean of Student Life

- Office 808-881-4290
- Campus Residence. 808-881-4330
- Cellular Phone 434-962-5517

Dorm Parent On Duty ⁷⁻⁰⁵

The dorm parent on duty (DPoD) in each dorm has primary supervisory responsibilities for that dorm throughout his/her duty shift. The DPoD provides support and supervision for students in his/her assigned dorm and is the point of contact for routine issues that arise during the shift. If extraordinary concerns or emergencies arise (see “Dorm Parent Contact Information” on this page) DPoDs should contact security, their dorm heads, or the dean of student life as appropriate.

Dorm parents, as part of the lifestyle of living and working on campus, support the residential life program by interacting with and assisting students even when not formally on duty. Though such interactions must be actively balanced against the need for personal lives and spaces, dorm parents should typically play supervisory roles and be accessible to boarding students at all times.

Dorm Parent Duty Shifts ⁷⁻⁰⁶

Weekday Duty Shifts begin and end at 6:30 a.m. Saturday duty begins and ends

at 7:30 a.m. Sunday early shift begins at 7:30 a.m. and ends at 4 p.m. Sunday evening shift begins at 4 p.m. and ends at 6:30 a.m. on Monday.

DPoDs are expected to remain available and diligent for a reasonable period of supervision after lights-out and final bed-checks—long enough to ensure students are complying with lights-out. They should make frequent and random hall/room checks until they are confident the students have settled in for the night.

DPoDs are expected to carry and answer their dorm’s duty phone at all times during their shift, facilitating effective and emergency communication with students, other staff, and parents. DPoDs are expected to pass on/pick up the phone and bag to/from the DPoDs who worked the previous shifts, facilitating 24-hour coverage. DPoDs should frequently check the dorm phones for messages.

DPoDs are expected to be at breakfast and dinner on their duty days, supporting the student work crews.

DPoDs are expected to be available and engaged with students during their shifts. During meals, room cleaning, study hall, dorm jobs, lights-out and other student obligations, DPoDs should be fully engaged with students, facilitating their work, helping them meet standards and building relationships. During student free time DPoDs should be in or around the dorm, or if they are attending activities or special events on campus, they are expected to leave notice of their location on their dormitory’s message board. DPoDs are encouraged to pursue personal, on-campus tasks and interests (grading, watching movies, washing cars, exercising) during their

RESIDENTIAL LIFE

weekend duty shifts, but should make sure they have the dorm phone in hand and students know where they are.

If a situation requires a DPoD to leave campus, he/she is expected to make arrangements with one of the other DPoDs to ensure coverage for the dorm. All dorm parents are encouraged to offer coverage when unexpected situations arise, whether on duty or not.

A Note to Students and Parents ⁷⁻⁰⁷

You control your fate. You have all the power. When you choose to be an HPA boarding student, you choose to meet certain obligations. When you choose not to meet these obligations, you forfeit your power and give control of your fate to others. Keep your power and keep your control by meeting your obligations.

Daily Schedule ⁷⁻⁰⁸

HPA's daily schedule frequently varies to accommodate different programs and activities. The academic schedule is detailed by semester and is available online at www.hpa.edu/hpa/calendar. The general daily residential schedule is as follows:

- **Program's Philosophy on Sleep**

We have had many productive meetings and discussions related to the topic of sleep as it relates to our boarding program, with Po Bronson and Ashley Merryman's *NurtureShock* forming the base for our discussion. According to Bronson, our students are at a critical point in their development and sleep can be argued to have the largest impact in terms of produc-

tive growth for this age group. With this in mind, our boarding faculty members have made sleep a priority for our residents. Sunday through Thursday, we mandate that each student has their light out and is in bed by 11 p.m. On certain Friday and Saturday evenings, we extend this time to midnight, although we begin moving to a quieter environment at 10 p.m. Our weekend times are subject to change based on programmatic requirements and expectations of the times.

- **Weekday Schedule**

See General Weekday Schedule (www.hpa.edu/calendar).

- **Weekend Schedule**

There is no study hall on Friday and Saturday nights. After 10 p.m., all students on campus must be above the main campus road in the immediate vicinity of the dorms, in the field below Anna's dorm, or in one of the dorms. In-dorms is at 11 p.m., in-rooms is at 11:45 p.m., and lights-out is at midnight.

Frequently, Friday nights follow a modified schedule where in-dorms, in-rooms, and lights-out are earlier than normally scheduled. Modified Friday nights accommodate special early morning Saturday activities such as standardized test-taking, class retreats, and Parents Weekend. The actual schedule of such evenings is at the discretion of the dean of student life and dorm heads.

Weekend Town Buses: On most weekends, DPoDs drive buses to town. The buses depart from the campus lot at

noon, 1 p.m., and 2 p.m., with the last pickup at 3 p.m. at a designated area behind Parker Ranch Center.

Sunday Nights: "Sunday Night Conditions" involve all students returning to their dorms at 7 p.m. for check-in. Residents engage in room cleaning and dorm jobs from 7 to 8 p.m. and quiet hours for the remainder of the evening. Residents are in rooms at 9:30 p.m. with Lights Out at 10 p.m.

- **Schedule Elements**

In-dorms/In-rooms: These terms refer to times when students must either be in their own dorms or individual rooms, respectively.

Late-Lights: This privilege allows students who need extra study time to stay up past lights out, but only with the permission of the DPoD. To earn late-lights on any give night, a student must have used his/her regular study time effectively. Late-lights may only be used for individual study in one's own room. During late-lights, students may only use a small desk lamp and must be courteous towards their sleeping roommates. Late-Lights ends at 11 p.m. for all students. There are no Late-Lights on Sunday nights.

Evening Check-In: On Monday through Thursday, students check-in at a designated area in their dorm at 10 p.m.

Weekend Check-In: On Friday evenings, students on campus are required to check-in in person with their respective DPoD. This check-in may be in the dorm commons between 5:30 p.m. and 5:45 p.m., or it may be in the dining hall during dinner, between 5:45 p.m. and 6 p.m. Replace third sentence with:

RESIDENTIAL LIFE

Students are to check in again at the last In-Dorms time, posted each week-end night. On Saturdays, check-in times are at 11 a.m., 5:30 p.m., and 11 p.m. On Sundays, check-in times are at 11 a.m. and 7 p.m.

DPoDs must facilitate these check-ins by being in their dorm commons and the dining hall at these specified times. DPoDs are expected to collate the check-ins with the weekend sign-out roster and any current day sign-outs to account for the location of every dorm resident. DPoDs are expected to confirm the location of any missing students by following the protocol described under the Check-Ins in the Accountability section.

Quiet Time: During quiet time, students are expected to minimize noise levels. Music may not be heard outside of rooms and voices must be kept down. Quiet time begins at 7:15 p.m. on school nights and at 10 p.m. on Friday and Saturday nights. Community members are expected to observe morning quiet time until 7:30 a.m. on school days and 9:30 a.m. on non-school days. All residents are expected to be courteous and thoughtful neighbors at all times.

Formal Dinner: Formal dinner, held on designated Mondays, is a formal, dress-up, social affair running from 6 to 6:45 p.m. Attendance is mandatory for all boarding students, dorm parents, and other assigned table heads.

Dorm Meeting: On most Monday nights, residential meetings occur at 7:15 p.m. Whether gathering by hall, dorm, or the entire residential community, there is time allotted for residential curriculum discussion. All students are expected to attend and

contribute to their dorm's meetings. These meetings are for the discussion of dorm-specific issues and information, residential life mini-lessons, and community building. Students are expected and encouraged to participate freely and dorm parents are expected to attend. The meetings are structured around weekly agendas compiled by the dean of student life, supplemented with contributions from the dorm parent staff and school counselors.

Dorm Parent Meetings: On most Mondays, the dorm parents from each dorm meet for dorm-specific staff meetings. These meetings support coordination and consistency within given dorms and provide a forum for resolving individual dorm and student issues. Dorm parents are expected to attend both the dorm parent specific and resident meetings each week.

Wednesday Town Buses: On most Wednesday evenings, there are buses to town. They depart from the campus parking lot above Taylor Commons starting at 5 p.m., with the last pickup no later than 7 p.m. behind Parker Ranch Center. Students must be in good Citizenship standing to utilize the Wednesday night town van privilege.

Study Hall ⁷⁻⁰⁹

Study hall is a central feature of residential life at HPA and every student is expected to respect its intent and abide by its rules. Study hall begins at 7:20 p.m. There is a 10-minute break that begins at 8:20 p.m. and ends at 8:30 p.m. During the first five minutes of the break, students may be out of their rooms, but during the second five minutes, students must be in their own rooms and settling

back down to study. Study hall ends at 9:30 p.m. On Mondays, because of dorm meetings, study hall begins directly following residential meetings. Students are expected to abide by the following study hall guidelines:

- The first hour of study hall each evening without the use of any electronic equipment (see ["Use of Electronic Media During Study Hall"](#) on page 50).
- Students should be quiet and academically productive throughout study hall.
- Students should make any preparations, such as collecting study materials or assignments, making snacks, or organizing study spaces, prior to the start of study hall, so they can begin working promptly at 7:20 p.m.
- All students, including prefects, must keep their doors open during study hall.
- Freshmen must sit at their desks. Older students may sit on their beds or floors, but if their productivity is negatively affected, they will be expected to sit at their desks.
- Students may leave their rooms only with the permission of dorm parents, prefects, or hall proctors.
- Students may eat and drink during study hall, but only items fixed in their own rooms or during break.
- Students may use computers and the Internet during the second half of study hall, but only as tools to complete their schoolwork. Any other use is inappropriate and can lead to the loss of computer privileges or confiscation of computers.

RESIDENTIAL LIFE

- Students may not use phones and parents are asked not to call, or receive calls from, their students during study hall. Inappropriate use can lead to the confiscation of phones.
- Specific graduated privileges and responsibilities can come with merit. This is specific to seniors and prefects in relation to daily study hall expectations.
- Electronic use is intended to be academic based to promote a productive environment for learning. Specific expectations will be guided by this philosophy.
- Inappropriate use of computers, phones, stereos, and other electronics incurs progressive consequences. When deemed major or a consistent pattern of abuse, the dean of student life will be notified, to discuss further disciplinary action.
- Students may sign out of study hall to attend on-campus sports, performances, and special events only if all their grades are better than Cs. Otherwise, they must have event-specific approval from their dorm's DPoD. Regardless of grades, students may sign out to only two events per week if they conflict with study hall.

HPA students must accept that the two-hour study hall period each school night is not always enough time to adequately complete all their schoolwork. Accordingly, students are expected to frequently study during their free periods, after sports and dinner, and on weekends.

Accordingly, students are expected to study during free periods, X-blocks, after sports and dinner, and on weekends.

- **Library Use and Group Study**

Students wishing to use the library or conduct group study during study hall must abide by the guidelines then in existence and posted in the residence halls. Failure to do so can result in the loss of these privileges for individual students.

- **Use of Electronic Media During Study Hall**

The first hour of study hall each evening without the use of any electronic equipment. This means students are to work without iPods, iPads, computers, cell phones, or any other electronic gadget. Please know that we did not come to this conclusion easily, but the many discussions and articles regarding a young person's need for space, brief isolation, and quiet outweighed any of our arguments for allowing students to attempt to multitask every second of the day. In short, multitasking hurts learning; it can be detrimental to the brain architecture in the long run; and it does seem to negatively impact recall. So, for one hour, four days a week, we have set the expectation that your child will be alone with his/her thoughts. We offer you these links and articles that were referenced in our discussions:

- National Public Radio interview with Stanford University Professor Christopher Nass: <http://www.npr.org/templates/story/story.php?storyId=112334449>
- Stanford University news article <http://news.stanford.edu/news/2009/august24/multitask-research-study-082409.html>

- Wired article on Stanford University Professor Christopher Nass: <http://www.wired.com/wired-science/2009/08/multitasking/>
- Muddled teen thought: <http://www.npr.org/templates/story/story.php?storyId=95524385>
- Web-MD: multitasking hurts learning <http://www.webmd.com/balance/guide/20070201/multitasking-hurts-learning>
- National Public Radio interview with UCLA Associate Professor Russell Poldrack: <http://www.npr.org/templates/story/story.php?storyId=7700581&ps=rs>
- A summary of the Russell Poldrack study: <http://www.sciencedaily.com/releases/2006/07/060726083302.htm>
- Digital Devices Deprive Brain of Needed Downtime, New York Times, August 24, 2010: <http://nytimes.com/9C8uIK>
- Solitude and Leadership, by William Deresiewicz, published in The American Scholar, 2010): http://www.hpa.edu/sites/default/files/_pdfs/Solitude-and-Leadership.pdf

- **Freshman Study Hall**

The transition to high school is a big one and we have divided our boarding freshmen into two groups for study hall. Each weeknight, a group of freshmen does study hall in a proc-tored setting, interwoven with a study skills lesson. Roommates made the division, so when your freshman student is not in the library, he/she is in his/her room and the roommate is in the library. Our desire is to prepare the ninth graders for our rigid academic curriculum while ensuring them some time to be alone.

RESIDENTIAL LIFE

Five-Day Boarding Procedures

7-10

The five-day boarding program is available to Big Island families as a way to take advantage of the unique structure and supervision of the residential program, while allowing for family time on the weekends. Complete integration into the residential program is important for each student. We have procedures in place and expectations to best serve each student enrolled in the five-day program.

- **Campus Leave**

Students will depart campus on Friday by 6 p.m. Students will indicate their return to campus on Sunday at 7 p.m. or Monday at 8 a.m. This information must be confirmed with the hall parent and the dean of student life prior to campus leave.

Five-day boarders are allotted six weekend passes for dorm and athletic obligations. If staying on campus for a weekend, the student must submit a weekend form to dean of student life by 10 p.m. on Wednesday. There will be a charge for additional weekends on campus at a rate of \$100 per weekend through the Business Office.

- **Daily Routine**

All schedules and expectations are the same Monday to Friday for five-day boarders. Attendance is expected at each hall, dorm, and residential meeting and each student is integrated into all dorm job and meal duty expectations.

- **Leadership Positions**

Five-day boarders can apply for prefect positions knowing the student must be committed to the position and available at the dorm head's discretion. Five-day boarders also can apply for dorm representative positions. Students must be aware that many of the activities initiated and carried out by the dorm reps occur on Fridays and Saturdays.

- **Vehicles on Campus**

The policy for vehicles on campus for Five-day boarding students is being discussed at the time of print. We will present policy and expectations with students and parent at orientation in August.

Activities ⁷⁻¹¹

Engaging and stimulating activities are essential to a quality residential life program. In addition to its competitive athletics, HPA offers a wide variety of intellectual, cultural, and outdoor activities, including, but not limited to:

- Camping
- Casino Night
- Choir
- Hawaiian culture and language
- Horsemanship
- HPA Olympics
- International Day
- Literary Magazine
- 'Ohana Association's Pumpkin Patch
- Open dorms
- Orchestra
- Prom
- Red Cross Youth Group
- Robotics
- Scuba diving
- Skateboarding
- Theater production

Though many activities have long traditions at HPA, there always is room for new additions and students are encouraged to find a staff member willing to serve as an advisor and work with him/her to build a new club around a specific interest.

Enrichment Program ⁷⁻¹²

The mission of HPA's Enrichment Program is to extend the scope of the classroom experience by providing opportunities for residential students to experience the amazing physical and cultural environment of the island of Hawai'i. Enrichment activities can be physical in nature or might include cultural, educational, or life skill workshops, presentations, or speakers on- or off-campus after school hours. HPA will require students to participate in four enrichment activities per year, two each semester. Each opportunity will be announced in assembly and posted in dorms well in advance. Students can then sign up to attend. As time and scheduling permits, a series of on-campus enrichment programs devoted to a single pursuit will be offered. Classes in yoga, dance, martial arts, and more offer students an opportunity to learn a new skill or develop their talents. An enrichment activity that continues for a period of several meetings may be substituted for the two general interest enrichment activities.

Residential Work Program ⁷⁻¹³

To foster strong work ethics, to promote community service, and to encourage stewardship of the facilities, all students are required to participate in the school work program, which includes work in the dining hall, the kitchen, and in other areas of the campus.

RESIDENTIAL LIFE

- **Formal Dinner Wait Staff**

Formal dinner is a long-standing tradition at HPA and occurs on designated Monday evenings. All freshman students are obligated to work as wait staff during the meals. The students receive special training and are assigned to specific tables. Set up is from 2:45 to 3:30 p.m. and service tasks begin at 5:45 p.m. Formal dinner is coordinated by the dorm representatives and all dorm parents and senior administrators are expected to serve as table heads.

- **Dorm Jobs**

All boarding students are assigned specific dorm cleaning jobs, such as vacuuming, sweeping, wiping down sinks, and taking out trash. The tasks are intended to support the housekeeping staff, and to maintain standards of cleanliness in the dorms. Dorm jobs start immediately following study hall and are supervised and checked by the DPoDs. All students are expected to be diligent in meeting their dorm job obligations.

If a student is unable to meet a given work program obligation, he/she is required to make arrangements with another student to serve as a substitute. Students originally assigned a given task are responsible for the work of their substitutes. Students who do not meet, or who skip, their dorm job duties will usually receive additional duties.

Rooms and Roommates ⁷⁻¹⁴

Most of the dorm rooms at HPA are double occupancy. There are a few singles and when available, prefects and seniors are assigned to these rooms. There are

several dorm rooms that have been used as triples in the past. These rooms will be used as triples only when required by exceptional enrollment levels.

Returning students may request specific dorms, rooms, or roommates. Appropriate administrators, using their reasoned judgment, make final decisions regarding such requests.

Room and roommate switches are permitted, but only after the first three weeks of school. Changes only may occur with the willing cooperation of all involved students and then only at the discretion of the dorm heads of the involved dorms. Roommate conflict alone is not sufficient reason for immediate room changes. Part of the boarding program's educational mission is to provide students with conflict resolution skills and roommates are expected to make every effort to get along before room changes are made. Students who wish to change rooms may do so with their dorm head's permission. The dean of student life reserves the right to make room or roommate changes as needed.

Students must adhere to the following standards of room occupation and cleanliness:

- **Occupancy**

- Students may decorate their rooms, but may not use any items or methods that leave permanent marks, or violate the mission, community values, or safety standards of HPA.
- Items may be hung only with putty-type temporary adhesive—tape, tacks, nails, or similar fasteners are prohibited.
- Students must avoid any conditions that might pose safety or fire hazards.

- Furniture must not be removed, disassembled, or otherwise used in any non-standard way. Desk chairs may be substituted out for personal chairs, but school chairs must be marked with student names/room numbers and properly stored.
- Students must abide by the Prohibited Items list (see [“What to Bring or Purchase on Arrival”](#) on page 53).
- Students are encouraged to minimize the number of electrical appliances and devices they bring to the dorms.
- Improvised room partitions are fire hazards and are not allowed.
- Students should turn off all lights and electrical appliances before leaving their rooms unoccupied.

- **Cleanliness**

- Floors must be clear of personal items and vacuumed at least once per week.
- Personal items must be stored in appropriate places—books on shelves, clothes in dressers, towels on racks, etc.
- Food must be stored in sealed, pest-proof containers and dishes should be cleaned after every use.
- Dirty clothes must be kept in a laundry hamper or bag.
- Rubbish must be emptied before it overflows bins and food waste should be discarded in the outside dumpsters.
- Rooms must be clean and orderly before students depart campus for overnights.

Dorm parents and prefects check room cleanliness Sunday through Thursday nights during study hall. Students with unsatisfactory rooms must clean

RESIDENTIAL LIFE

them immediately following study hall and may be restricted to their rooms until they are cleaned.

The dean of student life reserves the right to determine whether an item or room meets the standards of occupancy, cleanliness, appropriateness, and safety.

• Room Security

Students are expected to carry their room keys when away from their rooms and to lock their doors whenever their rooms are unoccupied—even when away for only short periods such as while taking a shower. When students lose keys, they should request a replacement as soon as possible through their dorm head or the dean of student life. Students are charged a replacement fee of \$25 for every lost key.

Every student has a lockable drawer in his/her dresser and is encouraged to secure money and other small valuables in the drawer at all times using a personal padlock. Each student dresser also has an electric safe with a digital combination system for storing personal belongings. Students are expected to deposit any personal cash in excess of \$20 in their Business Office accounts. International students also must submit their passports and other travel documents to the Business Office for safekeeping.

• Valuables

Students and parents are encouraged to set up a student bank account by contacting the Business Office. This account can be used to withdraw cash when needed. It is recommended that boarding students store cash in excess

of \$20 with the Business Office. The Business Office is located on the top floor of Taylor Commons.

Our dorm rooms have two safes where the valuables of each resident should be stored. These in-room safes are bolted to the desk top and provide convenient and secure storage. Students will create their own pass codes to set up their locked box. A student may confidently leave their valuable items in their room.

• Phones and Ethernet Ports

Every room has a phone. Phones are set up with PIN accessed voice mail for a given room's residents and students are expected to check their messages frequently for information from the infirmary, their teachers, and the dorm parent staff. School phones may not be removed or replaced with personal phones. PIN codes are provided to students during orientation. Long-distance calls can be made using a phone card or by signing up in the Business Office for long-distance service through the school.

Every room also has a pair of Ethernet ports with Internet access (one for each resident). Students must bring their own Ethernet cables and are expected to follow the school Media Policy and Acceptable Use Policies (see "[Information Technology](#)" on page 34) when using the HPA network.

What to Bring or Purchase on Arrival⁷⁻¹⁵

• Essentials

Students must supply the following items for their personal use in the dormitories. All items should be clearly and indelibly marked with the owner's name. For convenience, the HPA Bookstore carries basic toiletries, school supplies, postcards, stamps, and phone cards.

- *Alarm Clock/Watch*
- *Bath Items:* Toiletries, shower caddy, shower shoes, and bathrobe.
- *Bedding:* One pillow, two sets of twin sheets and pillow cases, blanket, comforter, or bedspread. The nights can be cool in Waimea and the dorms are not heated.
- *Clothing:* Personal clothing must meet school dress standards. Include a wind and waterproof jacket.
- *Desk Lamp:* Incandescent (< 60 watts), LED, or fluorescent lamps only—no halogen lamps.
- *Laundry Supplies:* Detergent, cleaning supplies, and laundry basket/bag.
- *Padlock:* To secure valuables in personal lock drawer.
- *Plastic Clothes Hangers*
- *Towels:* Two bath sets and one beach towel.
- *Wastebasket* (small)

• Optional Items

Although most dorm rooms are designed for two residents, space is limited and students should be thoughtful about and minimize what they bring. Roommates are encouraged to share larger items, especially

RESIDENTIAL LIFE

those that draw extra current, such as refrigerators, to conserve both space and electricity.

- *Computer/Printer*: To minimize compatibility issues, Macintoshes are recommended for students bringing their own computers.
- *Dehumidifier*: An additional electricity use fee will be charged.
- *Dishes and Utensils*: Students wishing to use the dorm kitchenettes must have their own microwave-safe dishes and eating utensils.
- *Food Storage Container*: Students planning to keep non-refrigerated food in their rooms should bring a medium-sized plastic tub with a tight lid.
- *Hair Dryer*
- *Outdoor Gear*: Students interested in participating in outdoor activities (hiking, kayaking, camping, surfing, fishing) should bring their personal gear.
- *Phone Card*
- *Power Strip*: Students who need more than two electrical outlets must bring a fusible power strip / surge protector. Extension cords are not permitted.
- *Refrigerator*: Students may purchase/bring a small, dorm-style refrigerator. An additional electricity use fee will be charged based on the size of the refrigerator.
- *Stereo*: Small boom-box or bookshelf style stereo systems, digital music devices such as iPods, or computers with speakers are allowed. Headphones are required if students wish to listen to their music during scheduled quiet times.

- **Prohibited Items**

The following items are not allowed in the dormitories. The dorm parent staff reserves the right to decide if any item represents a safety hazard or is not in keeping with community standards.

- Animals of any kind.
- Weapons, simulated weapons or potentially dangerous items of any kind, including knives, martial arts equipment, or guns.
- Any heat producing or cooking devices, (e.g. hot plate, hot pot, toaster, coffee maker, microwave oven), space heaters, or electric blankets.
- Any items that create flame (e.g. matches or lighters).
- Any flammable materials such as lighter fluid, camp stove fuel, or fireworks.
- Halogen bulb lamps.
- Flammable lampshades.
- Room dividers, partitions, or screens.
- Prescription or over-the-counter drugs, unless permitted by the school nurse.
- Traditional televisions or computer screens; flat screen monitors are permitted.
- Posters, pictures, literature or other items that reference alcohol, drugs, tobacco, violence, hatred, or inappropriate sexual themes.

Violators could face disciplinary action and confiscation of items.

- **Abandoned Items**

After 60 days, personal items left in the dormitories after a student is no

longer enrolled at HPA will be considered abandoned and donated to local charities.

Shared Spaces ⁷⁻¹⁶

- **Commons and Hallways**

The common areas and halls in each dorm are shared spaces and every resident has an obligation to help keep these areas clean and orderly and any equipment in such areas free of damage. These areas frequently host visitors and students are expected to behave accordingly while using the halls and commons—language and dress should be appropriate for public spaces.

- **Bathrooms, Showers, and Kitchenettes**

The bathrooms, showers, and kitchenettes in each dorm are shared spaces and every resident has an obligation to help keep these areas clean. Students are expected to bring their own toiletries to and from the bathrooms as needed, to pick up trash, and to wipe down and rinse out sinks when finished with them. Nothing but toilet paper should be put in the toilets and nothing but water-soluble liquids should be put in the sinks. School-provided instant hot water faucets and microwaves are available in each kitchenette and students are expected to carefully clean them out after every use.

Students are encouraged to wear shower shoes or slippers in the bathrooms and showers to promote community hygiene and minimize health risks.

RESIDENTIAL LIFE

- **Laundry Facilities**

Each dorm has free laundry machines for resident use. Students must provide their own laundry supplies and should adhere to the following guidelines when using the machines:

- Students should take turns and remove laundry from the machines as soon as it is finished.
- To reduce fire hazards, students should clean the dryer lint traps before every use.
- Students should not put saltwater-soaked items in the dryers.
- If students remove other people's finished clothes from the machines they should stack the clothes carefully and neatly on the laundry counter. Students should never remove other people's laundry before it has completely dried.

- **Fireplaces**

Each dorm commons has a fireplace. The fireplace may be used only under the following guidelines:

- Students must get the permission of the DPoD before lighting a fire.
- Matches and other fire-starting devices may not be kept by students, so must be obtained from, and returned to, the DPoD.
- Fires may not be started within one hour of lights-out.
- The fireplace screen must remain in place and closed whenever possible.
- Students may not burn large amounts of paper or cook food in the fireplace.
- Ashes must be cooled for 24 hours before being removed.
- Do not use water to put out a fire except in cases of emergency.

- Make sure the fireplace fire extinguisher is at hand and charged.

- **Kō Kākou Student Union**

The student union is a student-oriented facility where community members can go to relax, socialize, play table and video games, and watch television or recorded media. The student union is managed by the student council and is open from 8 a.m. until in-dorms, unless special programming requires otherwise. All school community members are encouraged to use the union, but should abide by the following guidelines when doing so:

- Users should remove their shoes and leave them outside the building.
- Food and drinks are not allowed in the building unless part of special programming.
- Students may not watch television or movies, or play video games, during the program day.
- All users are expected to clean up after themselves and replace any furniture they move before leaving.
- All equipment is to be treated with care and respect and put away after use.
- Users should abide by school expectations of dress, language, and conduct.

- **Dorm Prefects**⁷⁻¹⁷

The boarding prefects are student leaders who serve vital roles in the HPA dorms. They prepare the dorms for, and facilitate, fall move-in. They assist dorm parents with daily tasks and serve as peer counselors and mediators. They act as hall supervisors and serve as role models for exemplary conduct, leader-

ship, and achievement. Most importantly, they serve as responsible connections between their peers and the dorm parent staff. They are aware of the status and needs of the dorm community in ways that the residential staff can never be, and therefore are essential facilitators in dorm life.

Prefects are hardworking student leaders and all community members are expected to offer them the respect and cooperation they deserve.

- **Dorm Meetings**⁷⁻¹⁸

Weekly dorm meetings are held in each dorm and all boarders are expected to attend and participate. Dorm meetings are typically Monday evenings at 7:15 p.m. and are venues to make general announcements, communicate dorm-specific information, organize events, recognize student accomplishments, build community, and share residential curriculum lessons.

- **Accountability**⁷⁻¹⁹

Dorm parents act *in loco parentis* for the boarding population—meaning, staff members legally are required to act in the place of parents/guardians for the boarding students and are responsible for the student's care and supervision. It therefore is critical that the staff is aware of the location and activities of all boarding students at all times.

- **Dorm Sign-Outs**

Whenever students leave or return to the dorms, whether they are going somewhere on campus or leaving campus, they must sign in and out on the individual sign-out sheets (door cards) in the holder on their

RESIDENTIAL LIFE

room doors. They must list specifically where and when they are going and when they return, they must sign back in and list the time. Additionally, any time students are signing out to leave campus, they must inform their DPoD of their plans. They may do this in person or via the dorm phone. Students they may not leave campus until this contact has been made.

The only exception to the door card sign-out rule is when students are going to class, sports, or meals. They are not required to sign in or out at these times.

• Weekday and Weekend Sign-outs

When students plan to be away from campus during weekday obligations such as classes or sports, they must fill out special leave forms, available from the Upper School administrative assistant, the dorm heads, or from the residential life page of the HPA Web site (www.hpa.edu). The forms must be signed by all relevant teachers, coaches, dorm heads, and the dean of student life.

Boarders typically are not permitted to sign-out overnight on weeknights unless they are signing out to their own homes. Even then, HPA strongly discourages midweek sign-outs. Students must obtain permission from their dorm heads or the dean of student life for weeknight sign-outs.

Student who plan to be away from campus over the weekend, must submit online by 11 p.m. on Wednesday weekend sign-out requests to the leavemaster through the Student Information Center on the HPA Web site. To submit a form:

1. Go to the HPA Web site (www.hpa.edu).
2. Go to the "Parents/Students" drop-down menu in the upper right corner.
3. Select "Student Information Center."
4. Sign in using student user name and password.
5. Click on the "weekend form" button.
6. Properly fill out all required fields.
7. Click on the "submit" button at the bottom.

Weekend sign-outs are not official until students receive confirmation e-mails from the leavemaster indicating their requests have been received and approved.

To qualify for weekend sign-out, students must have parental permission for weekend overnights, a satisfactory citizenship record, and be in good standing in the dorms. Students may sign out only to locations where responsible adults will be providing supervision and approval always is contingent upon confirmation with those adults. Students only may sign out to locations supervised by HPA community members, unless their parents/guardians communicate case-by-case permission to the student's dorm head or the dean of student life. Students signing out to the homes of other students only may sign out to stay with students of the same gender. No more than three boarders may sign out to any one location overnight. If a student intends to stay at more than

a single location while away from campus, he/she must specify and get approval for each location.

If any of these conditions are not met, or if confirmation of adult supervision cannot be made in a timely way, permission to sign out may be withheld.

There are a number of mandatory activity days throughout the school year. All boarders are expected to participate in these important dorm bonding experiences and parents are expected to plan accordingly.

Campus Boundaries ⁷⁻²⁰

The HPA campus is a beautiful, open, and inviting place that begs to be explored. For safety and security reasons there are some buildings and areas that are off limits.

- All restricted areas, such as the maintenance shop, storage facilities, and emergency pump house, are off limits at all times.
- All public areas, such as the dining hall, offices, student union, the pool area, Gates Performing Arts Center, the classrooms, and the chapel are off limits when closed or locked. Students may not occupy such public areas outside of regularly scheduled times and events without staff supervision or specific staff permission.
- All fenced off areas and properties surrounding the campus are off limits. Many of these areas are actively grazed by livestock or are privately owned, and students are not allowed in these areas without the specific written permission of Parker Ranch authorities or the individual landowners.

RESIDENTIAL LIFE

- The watersheds and streambeds both east and west of campus are restricted areas and students are not allowed to visit, hike, swim, or dive in these areas without the specific written permission of Parker Ranch authorities.
- The various tree line areas around campus are off limits after dark. Barbed wire, broken branches, and errant livestock present significant hazards when visibility is limited.

If you have any questions about access to any campus facilities or adjacent property, please contact the HPA security director.

Communication ⁷⁻²¹

• **Dorm Cell Phones**

Each dorm has a dedicated cell phone that is monitored by the DPoD for that dorm 24 hours a day. Students are encouraged to call that phone when they need to contact a dorm parent for any reason—especially in cases of emergency. The intention of the phones is to increase the accessibility of the DPoD, enhancing student safety, and freeing the DPoDs to roam campus. Students with cell phones are expected to put the DPoD phone numbers in their own phone’s memory.

Anna’s Dorm 808-938-3553
 Robertson’s Dorm 808-938-3576
 Hartwell’s Dorm 808-938-3478

• **Dorm Parent Weblogs**

Each dorm has a dedicated weblog—a web-based record of daily events and issues maintained by the dorm parents for each dorm. Dorm parents are expected to review their dorm’s weblog regularly and to document any events that occur, or issues that come up,

during their shifts. Daily shift entries should include the following information:

- Any incidents of illnesses or injury
- Issues with the physical plant
- Commendations for exceptional student behavior
- Warnings and sanctions for student misconduct
- Comments on prefect performance
- Reminders of plans and upcoming events
- General comments about residential life

The blogs are a key way to facilitate communication and consistency, allowing dorm parents to more effectively track residential life issues and events, student behavior, and situations that require follow up. The dorm weblogs are accessible only by the dorm parent staff.

• **Resident Evaluations**

Three times this year we will send a brief evaluation on your student from the dormitory. Our residential faculty, who also are our teachers, coaches, and parents will send home a checklist and a brief narrative regarding your student from a residential perspective. We hope this helps to provide you with a more complete understanding of your child’s experience at HPA.

Dorm Visitation ⁷⁻²²

It is important to the quality of life in the dormitory that family and friends be allowed to visit boarding students. However, to support community safety and security, it is important that visitors and their hosts follow specific guidelines during such visits.

Hosting boarding students are responsible for making sure their visitors (including day students) adhere to the following expectations:

- All visitors must check in with the DPoD upon arrival.
- Visitors only may visit the commons in dorms that are home to members of the opposite gender. Coed room visitation is not permitted. Violations can result in dismissal for both parties. Immediate family members are the only exceptions and should be announced prior to entering the halls.
- Visitors must be in the company of the boarding students they are visiting. Visitors may not roam about the dorms unaccompanied.
- Boarding students are limited to only three visitors at one time.
- Visitors must comply with all applicable residential expectations, including dress standard.
- Visitors may not enter the dorms until after the conclusion of all daily academic obligations.
- Weekday visits must conclude by 7 p.m. Weekend visits may occur after daily obligations until in-dorms at 10 p.m. (7 p.m. on Sundays).
- Overnight visits are discouraged, but limited exceptions may be made by the dean of student life. Only current HPA students, under contract for the academic year, will be considered.
- Boarding students with visitors on campus, but not necessarily visiting the dorms, must sign their visitors in with campus security. This expectation applies to visitors who are not HPA community members.

RESIDENTIAL LIFE

Dining Hall/Food Service ⁷⁻²³

HPA dining services are contracted to Sodexo and the company provides good, varied, and nutritious meals. On School days there is breakfast, lunch and dinner and on weekends there is brunch and dinner.

- **Weekdays**

Hot

Breakfast 7-7:45 a.m.

Continental

Breakfast 7:30-7:50 a.m.

Lunch 11:30 a.m.-12:45 p.m.

Dinner 5:45-6:20 p.m.

- **Weekends**

Brunch 9:30-11 a.m.

Dinner 5:45-6:20 p.m.

Diners should abide by the following guidelines when using the dining hall:

- Meals are a time for students to relax and socialize. Staff and students are encouraged to sit together during meals.
- Meals begin and end at the times listed above. Students may not take food at other times.
- Diners may eat outside, as long as they return all their dinnerware to the kitchen after their meal. This privilege may be revoked if clean up and the return of dinnerware becomes problematic.
- Diners are expected to demonstrate appropriate manners and conduct during meals.
- Food should not be played with or wasted and students are encouraged to take only what they will eat. Seconds always are available.

- Food and dinnerware may not be taken from the dining hall to the dorms or other campus buildings.
- Diners are expected to be courteous and helpful to the kitchen staff, respecting the care and hard work the staff puts into providing meals. Disrespectful or inappropriate behavior in the dining hall or towards the kitchen staff will not be tolerated.
- Students may not use the kitchen without the permission of, and supervision by, the kitchen staff.
- Students may take food from the dining hall to the dormitory only with the specific permission of a dorm parent. In such cases, students should request to-go boxes rather than take any dinnerware to the dorms.
- Dorm parents are expected to attend at least four breakfasts and/or dinners per week and are encouraged to eat with students. Formal dinner and meals on duty days count towards this expectation.

- **Formal Dinner**

On specifically scheduled Monday nights, the boarding population participates in a formal dinner. The dinner is a long-standing tradition at HPA and is intended to provide a venue for etiquette practice, meaningful conversation, and community bonding. Formal dinner begins at 6 p.m. and ends at about 6:45 p.m. Students are expected to abide by published guidelines reviewed with them by dorm heads and their assistants.

Media Policy ⁷⁻²⁴

Students may watch television and movies and play video games in the student union or dorm commons or on their

computers during their free time. Such activities are not allowed during study hall.

Students are expected not to possess, display, download, or distribute any media content that does not support the school Honor Code and mission. Pornographic, gratuitously violent, racist, or similarly inappropriate material is not allowed in any part of HPA community life.

All students are provided with school e-mail addresses. Typically, these addresses consist of the first letter of a student's legal first name, followed by the student's last name, followed by @hpa.edu (example: John Smith – jsmith@hpa.edu). Students receive all official e-mail communication from the school at this address and therefore are expected to check it on a regular basis.

Students with questions about their e-mail, Internet access, the campus network, or their computers should contact HPA's Information Technology Center (808-881-4010 or x4010).

Student Mail ⁷⁻²⁵

Boarding students are assigned mailboxes where they receive all personal mail and notices of packages received by the HPA mail room. Students should check their boxes regularly.

Students who, for any reason, withdraw from school and leave behind any personal possessions are responsible for all costs associated with the subsequent forwarding of these items.

Vehicle Policy ⁷⁻²⁶

Non-local boarding students are not allowed to have motorized vehicles on the island. Local boarders who own vehicles

RESIDENTIAL LIFE

are not allowed to have them on campus and must leave their vehicles at home. Boarding students may not have motorized vehicles of any kind at school, in the vicinity of the school, or in the custody of any local non-family third party.

Boarding students only may ride in vehicles with day student drivers with the express permission of the boarder's parents/guardians. This may be a standing permission granted by parents/guardians at the beginning of the school year, or it may be a case-by-case permission. Boarders may not ride in vehicles of non-HPA community members without the express, case-by-case permission of their parents/guardians.

Boarding students are not allowed to hitchhike or accept rides from anyone outside the HPA community.

Travel Days ⁷⁻²⁷

HPA's official travel days are listed below and represent the only days on which students may arrive to stay in, or depart from, the dorms. Students are not allowed in the dorms prior to official arrival days, or after official departure days, as the residential program is not structured to provide adequate supervision outside these times. Parents/guardians must adhere to these expectations and make travel plans accordingly.

Students may arrive in the dorms:

- The day before programs start at the beginning of the year.
- The day before programs start after a holiday break.

Students may depart from the dorms:

- After their last exam prior to winter break.

- After their last program obligation prior to spring break.
- After final exams end, through the day after graduation at the end of the school year.

The only standing exception is for circumstances mandated by flight schedules. Other exceptions to this rule only may be made by the dean of student life and fees may apply to cover the extra care and supervision.

When possible, HPA provides bus transportation to the Kona Airport for group flight arrivals and departures. With sufficient advance notice, the school travel coordinator will arrange for individual taxi service to and from the airport. Parents/guardians and students are encouraged to provide the travel coordinator with travel information as soon as it is available if they wish to take advantage of this service. Parents/guardians are responsible for all transportation fees.

If a taxi service is reserved by the travel coordinator, it is imperative that any last minute schedule changes or delays are communicated to the travel coordinator, the dean of student life, or the taxi company directly. Failure to do so will result in any related taxi fees being charged to the student bank.

Whenever students plan to be gone overnight, they are expected to leave their personal spaces clean and organized and any foodstuffs proofed against spoilage and pests. Student refrigerators must be emptied, defrosted, and unplugged prior to departure for winter and spring breaks. Students also must leave their room keys either on their desks or with their dorm heads prior to departure. Students must abide by all school and residential policies until they sign out and leave campus for school breaks.

• Hotel Stays

During holiday breaks and weekends, students are not permitted to stay alone or in groups in hotels or hostels where there is no adult supervision. Students must have a responsible adult or family member staying with them in the hotel (even if the student is 18 years old). Students are required to sign out to an adult or family member as part of the check-out procedure when departing for a holiday.

Health Services ⁷⁻²⁸

The Health Services Department provides students with basic health care, participates in the distribution of prescription medicines, schedules medical and dental appointments, and transports students to such appointments. The Health Services Department is administered primarily by the full-time head nurse as assisted by part-time nursing staff.

The Health Services Department works closely with the Counseling Department in promoting the school's Wellness Program, the aim of which is to provide each student with the tools and the information necessary for making intelligent choices concerning physical, emotional, and spiritual health.

Students are expected to be respectful of, and cooperative with, the nurses, and should abide by the following guidelines when using infirmary services:

- The infirmary is open from 7:30 a.m. to 5:30 p.m. on weekdays. The residential nurse is available from 5 p.m. to 7:30 p.m. on most days. When the residential nurse is not available there will be a nurse on call. The residential nurse or the nurse on call can be reached through the DPoDs in each

RESIDENTIAL LIFE

dorm. The infirmary may be reached Monday through Friday 7:30 a.m. to 5:30 p.m. by phone at 808-881-4022 or by e-mail at infirmary@hpa.edu.

- Simply going to the infirmary does not guarantee a pass or excuse, so students must report to the infirmary well in advance of their classes and other obligations to avoid potential class tardies and cuts.
- Students who miss obligations due to illness on a given day may not participate in other activities, such as athletics or town buses, for the rest of that day.
- Students must exhibit legitimate signs of illness (fever, vomiting, etc), or in the experienced opinions of the nurses be genuinely sick, to be excused from school obligations. Vague symptoms, or "being tired," typically are not considered legitimate reasons to stay in the infirmary. Students who do miss an obligation on a given day by staying in the infirmary and then "miraculously" recover just after math tests, or just prior to free periods, etc., will nonetheless be required to remain in the infirmary until the end of the program day at 5 p.m. Exceptions to this policy are rare and only will be made by the nursing staff.
- Prescription medications are stored and distributed by the infirmary staff. Students taking such medications must report to the infirmary for their daily doses and are expected to do so on schedules determined by the nursing staff and early enough to avoid class and sports tardies.

- **Physician on Campus**

See "Health Appointments and Transportation" on page 40.

- **Prescription Medications**

HPA has an obligation to all of our students and their parents concerning student health and safety. Therefore, students or parents/guardians, will turn in all prescription and non-prescription medications to the nurse. The label on the medication container must be in English and must match exactly the doctor's prescription requiring how the medication is to be administered. All prescription medications must be prescribed by a U.S. licensed medical doctor (MD), doctor of osteopathy (DO), advanced practice registered nurse (APRN), or physical assistant (PA). If a student's medication arrives to school and is not properly labeled or prescribed by someone other than the above practitioners, the student will be taken to a physician in Waimea for evaluation and prescriptions. If there is a change in the directions as to how the medication is administered, a change order on the provider's letterhead signed by the prescribing provider is required. A fax is acceptable at 808-881-4045. When the medications arrive at the school, they must immediately be given to the nurse or the DPoD.

When a boarding student is taken to a medical provider while on home leave, any medications prescribed must be turned in to the nurse or DPoD immediately upon return to campus for storage and dispensing. Medications are to be handed off to a specified adult. Students are not permitted to keep medications in their possession, the only exceptions being prescription skin creams for acne or rashes and medications for diabetes or emergency asthma medications, and only after they have been registered with the nurse. Weekend medications

will be available in the secure area in each dorm and dispensed by the DPoD.

- **Over the Counter (OTC) Medications**

Over the counter medications such as Tylenol, Ibuprofen, cold medications, and cough drops are kept in a secured area in each dorm and can be dispensed as deemed appropriate by the residential nurse or DPoD. If a student uses a specific OTC medication, it shall be turned over to the nurse for security and dispensing. The medication will be stored in a secure area in the dorm or infirmary, and dispensed as instructed by the medical provider. Students are not permitted to keep medications in their possession or in their dorm room. Students are not permitted to purchase OTC medications in town. If a student feels he or she needs an OTC medication, the proper course of action is to see the nurse. Students are not permitted to share medications, prescriptions, or OTCs with other students.

It is each student's responsibility to get his/her medications in the infirmary at regularly scheduled times. The times will be scheduled by the nurse and will be communicated to the student. Students will report to the infirmary early enough to avoid being late to class. Under no circumstances will a student be permitted to keep medications in his/her dorm room.

Parents/guardians must collect, complete, and submit all required medical paperwork to HPA prior to their child's arrivals on campus. Additionally, if physicals, other medical checkups, or immunizations are required, students must complete these prior to arrival. Failure to provide required documenta-

RESIDENTIAL LIFE

tion or medical checkups might delay a student’s enrollment and participation in school programs.

The infirmary only handles emergency dental care and regular orthodontist appointments. Parents/guardians are required to make their own arrangements for routine dental exams, cleanings, and wisdom tooth extractions and schedule them during school breaks.

Security ⁷⁻²⁹

HPA Security is responsible for campus and student safety and protection. HPA Security has 24-hour-per-day patrols and a staff of conscientious and helpful personnel. All HPA community members are expected to be respectful to security personnel and abide by their guidelines and requests. Questions about rules and policies should be directed to the security director or to the dean of student life.

- Campus Security 808-881-4006
- Security Director. 808-881-4048
- Dean of Student Life. 808-881-4290

Anyone reporting an emergency by campus phone should dial 911 and the call will automatically notify campus security. Anyone reporting an emergency by cell phone should call campus security first and then call 911.

HPA has a detailed emergency response plan that outlines procedures for all types of emergency events. These plans are posted in all classrooms, administrative buildings and dormitories. Questions regarding the emergency plan should be directed to the security director.

International Students ⁷⁻³⁰

A critical part of preparing to attend HPA is obtaining the F-1 Student Visa. The following explains the process to successfully gain entrance to the United States as a full-time student. If you have any questions, please contact the Admission Office (1-808-881-4321 or e-mail: admissions@hpa.edu).

• **Passport**

Issued by your own government, a passport is valid from one to six or more years, depending on the country of origin, and is your permit to leave and re-enter your home country. U.S. immigration laws require that your passport be valid for at least six months beyond the date that you begin your studies.

You must ensure that your passport remains valid during your enrollment at HPA. If you need to renew your passport contact your Embassy or Consulate and allow plenty of time for processing. HPA WILL NOT renew passports for students.

• **Form I-20**

Form I-20 is a multi-purpose government document that is used in connection with F-1 student procedures. An I-20 issued by the school proves your eligibility for F-1 status. An F-1 student is an international student approved by the U.S. government to study full-time in the U.S. An F-1 student visa gives you permission to enter the U.S.

HPA is required by law to receive the following items before issuing an I-20:

1. The completed and signed Enrollment Agreement by both parents/legal guardians.
2. The tuition deposit of \$2,500 USD.
3. A copy of the student’s valid passport.
4. Documentation of sufficient financing for at least one year of study. This could be an original bank statement or letter from the bank (on official letterhead) certifying the family has sufficient funds to pay for the entire year of education (including tuition, cost for books and fees, travel to and from the school, and any other miscellaneous costs). We suggest that you ask for two original bank statements since HPA will need one copy and you will need to show the second copy to the U.S. consulate.

We suggest that you ask for two original bank statements since HPA will need one copy and you will need to show the second copy to the U.S. consulate.

After HPA receives all of the above items, the school will send you a Form I-20. When you receive the Form I-20, please have both parents and the student sign the form.

• **F-1 Student Visa**

Contact the local consulate and schedule an appointment for an F-1 Student Visa interview. Typically you can either schedule the appointment online or by phone. The consulate cannot issue the visa until 120 days before the start of school, however, to allow for visa processing and security clearance delays, a student may apply for an F-1 Student Visa earlier than 120

RESIDENTIAL LIFE

days before the start of school. For students attending HPA summer school, remember to plan early and apply for the visa so you can have it prior to arriving for the summer program in mid-June.

When you go to the consulate or embassy, you must bring the following items for the visa application:

1. Properly completed Form I-20 (with parent and student signatures).
2. I-901 Form. Families must pay a \$200 SEVIS Application Fee. SEVIS is the computer system that generates the Form I-20. After submitting payment, you will receive an I-901 form, which is proof of payment. You must show the I-901 at the consulate during your visa application interview. For more information on how to pay the SEVIS fee, visit: <http://www.ice.gov/sevis/i901/>.
3. Evidence of financial ability to meet all educational expenses for the year. You should use the second original bank statement showing sufficient funds to cover all expenses for the year.
4. Evidence of intent to depart the U.S. after completion of studies. This typically is referred to as the "Strong Ties" clause. The F-1 Student Visa is a non-immigrant visa and so the student must prove that he/she does not intend to immigrate or live in the U.S. permanently. Students must show strong ties to their own country that will cause them to return home after studying at HPA, university, graduate school, etc. Strong ties differ from country-to-country, city-to-city, individ-

ual-to-individual. "Ties" are the various aspects of a person's life that binds them to their country or residence. With younger applicants who might not have had an opportunity to form many ties, consular officers might look at the applicant's specific intentions, family situations and long-range plans and prospects within his/her country of residence. Each case is examined individually.

5. Passport valid for at least six months.
 6. Form DS-160 "Nonimmigrant Visa Electronic Application" – Check with your local embassy or consulate for specific requirements.
- NOTE: These forms are available at the consulate or online at: <http://travel.state.gov/visa>.*
7. Photograph(s). Please check with your local consulate for the specific requirements and guidelines and number of photographs required for the visa.
 8. Payment of F-1 Student Visa fee. Fees charged for processing and issuing an F-1 Student Visa vary from consulate to consulate.
 9. If asked, applicants also should be prepared to provide: their HPA acceptance letter, transcripts from previous institutions attended, and scores from standardized tests required by the educational institution such as the SSAT, SLEP, TOEFL, etc.

F-1 Student Visa applicants should contact the consular office where they intend to apply to inquire about specific local procedures or requirements. During the interview, the U.S.

consular officer will review the documents and evidence presented, and will ask a few questions. If approved, the visa will be issued within a few hours or days of the interview.

- **Denied Visa**

If, during your visa interview at the embassy or consulate, you are denied the F-1 Student Visa, please ask the interviewer why the visa was denied. Immediately notify HPA at admissions@hpa.edu about the denial and the reason given. If possible, HPA will assist you in reapplying. If your visa is rejected more than two times, HPA will provide a full refund of your enrollment deposit.

- **Traveling to the United States**

After you receive your visa, you are ready to travel to the U.S.

You must travel with your passport, I-20, and other immigration paperwork.

When making airline reservations, be sure that your final destination is Kona (airport code: KOA), on the island of Hawai'i. Direct flights to Kona are available from the U.S. mainland. Families flying through Honolulu (airport code: HNL), on the island of O'ahu, MUST take a 40-minute interisland flight to Kona. Please e-mail your flight itinerary to travel@hpa.edu.

The first U.S. airport you land at (this could be the mainland U.S., Honolulu, or Kona) will be your Port of Entry (POE) and you must disembark the plane and go through Immigration and Customs.

Immigration: You will go through Immigration first. When you meet

RESIDENTIAL LIFE

the immigration official you will be required to present the following documents for admission to the U.S. in F-1 status:

You will go through immigration first. When you meet the immigration official you will be required to present the following documents for admission to the U.S. in F-1 status:

1. Passport valid for at least six months from date of entry to the U.S.
2. F-1 Student Visa in passport. For students entering the U.S. as an F-1 student for the first time, the name of the school (Hawai'i Preparatory Academy) on the F-1 Student Visa must match the name of the school on the Form I-20. For a student who has F-1 student status at a school in the U.S., but has transferred from another U.S. school to HPA, the name of the new school (Hawai'i Preparatory Academy) does not need to be on the student's visa, only on the Form I-20.
3. Evidence of financial support, including the same financial support information used when applying for the F-1 visa at the consulate or embassy.
4. Form I-20, properly signed by the school, parents, and student.
5. Proof of having paid the SEVIS fee also might be required in some cases. Please keep your I-901 receipt with your passport.

Upon being admitted to the U.S., the immigration officer will issue you the departure portion of Form I-94 (Arrival/Departure Record), marked with the date and place of entry, your as an

F-1 student, a unique 11-digit admission number, and the period of admission known as "duration of status," indicated by the notation "D/S." *It is important that you keep the I-94 card with your passport and Form I-20 at all times! When you leave the U.S. for school vacations, you must surrender your I-94 card.*

Then, you will go to a special baggage claim room to retrieve your luggage and go through Customs by submitting the customs form you completed on the airplane. Next, proceed through one of two exits (Declare or Nothing to Declare). If you have a connecting flight to Kona, go to the luggage check-in and give back your checked luggage. Verify that your luggage is checked all the way to the Kona International Airport (KOA).

When you arrive in Kona, an HPA representative will meet and transport you to campus (45 minute drive). Returning students who are familiar with the travel process typically take a taxi directly to HPA and do not require an escort. When you arrive on campus, be sure to give your passport, Form I-20, and I-94 card to the Business Office to be held in a fireproof safe until needed for your next flight departure. You may check out your passport anytime but are required to keep it in the Business Office for safekeeping.

• Other Traveling

Whenever you leave campus for a school break or after graduation, especially if you fly outside of the state of Hawai'i, you will need to have all of your updated immigration paperwork with you. A few days before you leave campus, go to the Business Office and

check out your passport, Form I-20, I-94 card, and any other included paperwork. Go to the Admission Office and ask to have your Form I-20 signed.

NOTE: There only are a few individuals on campus (called Designated School Officials or DSOs) who are authorized by the U.S. government to sign the form. Anytime you plan to leave the country, a DSO must sign your Form I-20, which certifies that you still are a student at HPA.

Take your passport and all other immigration paperwork when traveling and keep them with you at all times. If you are traveling within the U.S., you might be asked to present the information as proof that you are in the U.S. legally. If you are traveling outside the U.S., you will need to surrender the I-94 card to the immigration official before boarding the plane.

When you return to the U.S., be sure to present all the documentation listed in the "Traveling to the United States." You will receive a new I-94 card at immigration—keep the new card with your other documents. Please return all documentation to the Business Office when you arrive on campus.

• Staying "In Status"

Remaining "in status" as an F-1 non-immigrant visa holder is the responsibility of the student. Always check your passport, visa, or other documentation for expiration dates, etc. When traveling back to your home country you might need to schedule an appointment with the consulate to renew your visa. You also might need to apply for a new passport through your own government. You should never discard any immigration docu-

RESIDENTIAL LIFE

mentation, even when expired. Keep all old Form I-20s or other forms you receive from immigration officials. These documents provide a record of your immigration history.

- **Graduation**

If you will be attending a U.S. college or university after graduating from HPA, your I-20 must be transferred to

your new school prior to leaving HPA. Providing a copy of your acceptance letter to the Admission Office will start this process.

- **Emergencies During Travel**

If you need to contact HPA while you are traveling due to a flight change, delay, emergency, immigration problem, etc., please call 1-808-881-4363.

If you do not have a mobile phone, please ask an operator for assistance to make a collect call.

Chapter 8

PARENT PARTICIPATION

Alumni Association ⁸⁻⁰¹

The HPA Alumni Association is an independent, non-profit corporation established in 1980 to promote the well-being of the school and to strengthen its relationship to and among alumni. Membership is open to any person who attended HPA for any length of time, regardless of whether that person graduated from the school. There are no membership fees.

The association is governed by a board of directors comprised of representatives from a wide range of classes. The board meets quarterly to plan and implement programs sponsored by the association. A general membership meeting is held during the Alumni Reunion Week each year. The meeting is open to all alumni and all members of the association are encouraged to participate.

The association sponsors a scholarship endowment fund at the school, which annually aids students at HPA. Alumni volunteers conduct fund-raising activities to support the scholarship endowment fund and other areas of the school. The association also sponsors two student leadership awards, a school community service award, an outstanding graduate award, and faculty service awards.

Booster Club ⁸⁻⁰²

The Booster Club supports the school's athletic department by providing funds for "wish list" items that are submitted to the club by the school's athletic director. The Booster Club also encourages the "sea of red" at HPA athletic contests, helps with meal expenses

during Hawai'i High School Athletic Association (HHSAA) trips, and assists the Advancement Office with the annual Headmaster's Cup golf tournament during Reunion Weekend.

Booster Club membership is open to anyone. Dues are \$35 for individuals, \$70 for families, and \$500 for life membership. To become a member, please visit www.hpa.edu/parents-and-students.

'Ohana Association ⁸⁻⁰³

The Hawai'i Preparatory Academy 'Ohana Association—an independent, nonprofit, service organization—was established in 1968 to further the development and growth of the school. Membership is open to all parents or legal guardians of students attending HPA (or the designees of such parents or legal guardians), as well as to alumni, faculty, and staff.

The HPA 'Ohana Association represents the entire school community and seeks to strengthen every aspect of the HPA Experience for all who are part of the community. The association hosts an informal gathering at the Upper School campus every August to welcome new students and their families and new faculty and staff. Every summer, the 'Ohana Association prepares and distributes individualized "welcome baskets" to new faculty and their families and provides special meals or food items to boarding students during mid-year and final exams. Every October the association hosts the day-long Pumpkin Patch at the Upper School campus, a "fund-raiser" and

"friend-raiser" that is open to the public and attended by children and families from around the island.

The association is governed by an elected board of directors selected at an annual members meeting held in May. The association holds regular meetings from 7-8:30 p.m. at the school on the second Monday of each month (except December) during the school year. The headmaster and assistant headmaster of the school attend these meetings and all parents and faculty are welcome to attend and participate in the discussion of agenda items and to raise questions or concerns. Meeting notices and agenda are sent by e-mail in advance to those who have indicated they would like to receive e-mail communications from the school. Meeting notices also are posted at the entrances of both campuses several days prior to an upcoming meeting.

Annual dues are \$40 per family. Membership dues and proceeds from the Pumpkin Patch event are used to support a variety of programs and activities that fall under two broad headings: 1) student health promotion and education and 2) faculty and staff development and appreciation. Through its Wellness Committee, the association supports the parents of the graduating class in providing a drug- and alcohol-free Grad-Night celebration for seniors. The association also is assisting the administration in the development of a comprehensive health and character education curriculum for the Lower, Middle, and Upper schools.

PARENT PARTICIPATION

Contact information for the 'Ohana Association board of directors is available online at: www.hpa.edu/parents-students/ohana-assoc/ohana-board.

Development and Fundraising ⁸⁻⁰⁴

Like all non-profit independent schools in the United States, Hawai'i Preparatory Academy relies on the generosity of its donors to provide support for the elements that make the HPA Experience unique. There are a number of ways parents, alumni, past parents, friends, board members, employees, and corporations can provide tax deductible support to HPA.

The Annual Fund forms the basis of all giving to HPA. Unrestricted gifts to the Annual Fund provide the broadest support to HPA enabling programs for faculty development, the expansion of cultural programs, extracurricular activities, and other immediate student needs. The percentages of parents, board members, and employees who give each year to the Annual Fund are key indicators of school support and play a significant role in the school's ability to obtain funding from other sources such as major foundations and corporations. All constituencies are asked to give to the Annual Fund.

The annual giving campaign coincides with the school's fiscal year and kicks off in July with a solicitation to the board of trustees, whose members commit to 100 percent participation, followed in late September with solicitations to all alumni, parents, past parents, friends, faculty and staff, and corporations. The Annual Fund campaign extends through the end of May.

How much should you give to the Annual Fund? HPA recognizes and respects the philanthropic choices made by all of our donors. The dollar amount you give is secondary to the fact that you participate in the Annual Fund. Your yearly contribution will show that you continue to believe in our school and in its mission.

There are seven donor recognition clubs at HPA. The highest club, The Academy Society, is reserved for those individuals or corporations who have committed any single-year gift of \$10,000 or who have given a combined total of \$25,000 over five years. The next level is the Founder's Club, which honors the school's founder, Bishop Harry Kennedy, and is open to donors who make an annual gift of between \$5,000 and \$9,999. The Trustees' Club honors the school's board of trustees and is open to donors who make gifts ranging between \$2,500 and \$4,999. The Headmasters' Club honors the 10 heads of HPA and is open to all donors who make gifts ranging between \$1,000 and \$2,499. The Ka Makani Club is named for the prevailing winds that invigorate our school and honor those who make gifts ranging from \$500 to \$999. The Kokua Club is reserved for those who give between \$100 and \$499, while The Friends of HPA recognizes gifts of up to \$99.

Donors may support HPA through other giving programs and gain significant tax benefits depending on their particular situation. Through our capital campaigns, donors make lasting contributions to HPA by ensuring that we continue to develop the facilities necessary to maintain a first-class education for our students. Lasting legacies can be realized through a variety of naming opportunities offered through our Major Gifts program. Planned Giving offers

donors a variety of options that can serve retirement planning, enabling the donors to have continued benefit of an asset during their lifetimes while leaving a residual benefit once they have passed.

For any questions about the Annual Fund, Major Gift opportunities, or Planned Giving opportunities, please contact Assistant Headmaster for External Relations, Keawe Liu, at 808-881-4049 or by e-mail at kliu@hpa.edu. More information is available online at www.hpa.edu/support-hpa.

Gifts to HPA Employees ⁸⁻⁰⁵

Although not encouraged, students occasionally wish to give gifts to teachers and staff. Child-made items are most appropriate. When a class gift is purchased, solicitations should be kept to a minimum.

Index

A

Abandoned Items 54
 About This Handbook 2
 Absence From Class 6
 Abuse Reporting 41
 Academics 16
 Academic Testing 19
 Acceptable Use Policy (AUP) 34
 Accountability 55
 Accounting/Business Office and Financial Services 36
 Accounting Office 36
 Activities 51
 Administrative Hearing Procedures 30
 Advanced Placement Courses 19
 Advisors 9
 Alumni Association 65
 Assemblies 6
 Assignments and Homework 19
 Athletics 21
 Athletic Facilities 22
 Athletic Fields 22
 Program Description 21
 Attendance/Absence from Class 6
 Attendance in Academic Classes 27
 Awards and Prizes 20

B

Baccalaureate Attire 15
 Bathrooms, Showers, and Kitchens 54
 Behavior Expectations for Students and Community Members 28
 Boats 22
 Bookstore and Post Office 8
 Bookstore Refunds and Buyback Policies 8
 Booster Club 65
 Boundaries 56
 Bullying Behaviors 43
 Business Office 36

C

Calculating Grades 7
 Campus Boundaries 56
 Campus Leave for Five-Day Boarding 51

Casual Dress 15
 Cellular Phones and Electronic Devices 8
 Change of Address, Telephone Number, and E-mail 8
 Changing Sports 21
 Citizenship Behaviors and Possible Consequences/Demerits 29, 31
 List of Infractions 29
 Citizenship: Community Expectations 23
 Citizenship Grades 32
 Citizenship System 27
 Classroom Behavior 16
 Class Section Changes 16
 Class Withdrawals 16
 Cleanliness 52
 Commencement Attire 15
 Commons and Hallways 54
 Communicable Illness 6
 Communication 8, 57
 Contacting Teachers 8
 Convocation Attire (Aloha Dress) 15
 Counseling 9
 Counseling Appointments 40
 Course Changes 16
 Course Level Changes 16
 Course Sequence 18
 Credits Required for Graduation 17
 Crisis Event 10
 Cum Laude Society 20

D

Daily Routine for Five-Day Boarding 51
 Daily Schedule 48
 Day Student Work Program 9
 Denied Visa 62
 Dentists/Orthodontists 39
 Development and Fundraising 66
 Dining Hall/Food Service 9, 58
 Discrimination, Harassment, and Hazing 41
 Dismissed Students 34
 Disruption to Electrical/Telephone Services 10
 Dorm Cell Phones 57
 Dorm Jobs 52
 Dorm Meetings 55

Dorm Parent Contact Information 47
 Dorm Parent Duty Shifts 47
 Dorm Parent On Duty 47
 Cell Phone Numbers 47
 Dorm Parent Weblogs 57
 Dorm Prefects 55
 Dorm Sign-Outs 55
 Dorm Visitation 57
 Dress Standards 14
 Drivers Education 8
 Driving Rules 12
 Driving Violations 12
 Drug/Alcohol Policy 33

E

Early Graduation 17
 Eligibility for Sports 21
 Emergencies During Travel 64
 Emergency Preparedness 10
 End of Year Traditions and Responsibilities 34
 Enrichment Program 51
 Enrollment Agreement 36
 Enrollment Peril 20
 Equestrian 22
 Essentials (What to Bring or Purchase on Arrival) 53
 Ethernet Ports 53
 Evaluations, Resident 57
 Exams 19
 Excessive Absences and Extended Absences 7
 Expected School-Wide Learning Results 4
 Eye Care 41

F

F-1 Student Visa 61
 Fall Sports 21
 Financial Services 36
 Fire Drills/Alarms 10
 Fireplaces 55
 Fire Safety Equipment 10
 Fitness Center 22
 Five-Day Boarding Procedures 51
 Flagpole Round-Ups 7
 Formal Dinner 58
 Formal Dinner Wait Staff 52

Formal Dress 15
 Form I-20 61
 Frequently Asked Questions About the Honor System 25
 Freshman Study Hall 50

G

General Information 6
 Gifts to HPA Employees 66
 Grades and Reports 19
 Grading Scale 17
 Grading System 17
 Graduation 64
 Graduation Requirements 17
 Gymnasium 22

H

Hallways 54
 Handbook Acknowledgment Form 70
 Health Appointments and Transportation 40
 Health Center 39
 Health Insurance 38
 Health Insurance and Student Accident Plans 38
 Health Services 38, 59
 Honor at the Upper School 23
 Honor Code and Honor Pledge 23
 Honor, Conduct, and College Admission 25
 Honors and AP Weighting 20
 Honor System Personnel and Procedure 23
 Hotel Stays 59

I

Illness 6
 Illness/Injury 39
 Illness During Sports 22
 Immunization Record 39
 Inappropriate Public Displays of Physical Intimacy 44
 Independent Sports 21
 Independent Study 19
 Information Technology 34
 Information Technology: Acceptable

continued >

INDEX

- Use Policy 34
International Students 61
Intimidation 43
Introduction 2
- K**
- Kitchenettes 54
Ko Kakou Student Union 55
- L**
- Laundry Facilities 55
Leadership Positions for Five-Day Boarding 51
Library 10
Library Use and Group Study 50
Lockers 11
Lost and Found 11
- M**
- Mail, Student 58
Meal Times 10
Measure of Residential Life Success 46
Media Policy 58
Medications 40
Medications, Over the Counter 60
Medications, Prescription 60
Message from the Principal 1
Missed Assignments or Tests 7
Mission 3
- N**
- National Association of Independent Schools Principles of Good Practice 5
Non-Discrimination Statement 3
Notes/Messages for Your Child 8
- O**
- Occupancy 52
Ohana Association 65
Optional Items (What to Bring or Purchase on Arrival) 53
Optional Programs 38
Out-of-School and Off-Campus Behavior 32
Overnight Nursing Care 41
Over the Counter (OTC) Medications 60
- P**
- Parent Concerns 11
Parent Participation 65
Passport 61
Personal Appearance 14
Phones and Ethernet Ports 53
Physical Aggression 43
Physical Examination 38
Physical Intimacy 44
Physician on Campus 60
Planned Absences 6
Pool 22
Post Graduate Students 17
Prescription Medications 60
Principal's List 20
Prohibited Items 54
Public Campus Phones 8
Public Relations 8
Purpose 3
- R**
- Racial and Ethnic Harassment 43
Registering for Classes 16
Reporting Absences 6
Resident Evaluations 57
Residential Life 46
 Contact Information 47
 Goals 46
 Purpose Statement 46
 Success 46
 Work Program 51
Rooms and Roommates 52
Room Security 53
- S**
- Schedule Elements 48
School/Student Publications 9
School Closures 10
School Day Dress 14
School History 2
Search and Seizure of Lockers, Backpacks, and Computer 34
Section Changes 16
Security 12, 61
Service Learning 20
Sexual Activity Between Consenting Students 45
Sexual Harassment 43
 Policy 41
Sexual Language and Activity Between Students 44
Shared Spaces 54
Should List 28
Showers 54
Signing Up for Sports 21
Sleep 48
Social Alienation 43
Sports Terms 21
Spring Sports 21
Staying "In Status" 63
Student Accident Plan 39
Student Activities 12
Student Bank 37
 Guidelines for Boarding Students (Grades 6-12) 37
 Guidelines for Day Students (Grades 6-12) 38
 Payment Options 38
Student Behavior and Attendance at Other Commitments 31
Student Government 12
Student Health Record 38
Student Information/Health Authorization Form 38
Student Mail 58
Student Schedules 16
Students Driving Students 12
Student Services 36
Student Union 55
Student Visa 61
Study Hall 49
- T**
- Tardies 7
Tennis Center 22
The Honor Code and Honor Pledge 23
The Should List 28
Tracking Attendance Data 31
Transcripts 20
Transfer and Summer School Credits 19
Transportation/Vehicles On Campus 12
Travel Days 59
Travel, Emergencies During 64
Traveling 63
 Other 63
 to the United States 62
Tuberculin Test (TB) 39
Tuition Deposit 36
 Payment Methods 36
Tuition Payment Methods 36
Tuition Payment Plan Options 36
- U**
- Unexcused Absence from Class 27
Unexcused Absences 7
Unexcused Tardy to Class 27
Use of Electronic Media During Study Hall 50
- V**
- Valuables 53
Vehicle Policy 58
Vehicle Registration 12
Vehicles on Campus 51
Verbal Aggression 43
Visitors To Campus 11
- W**
- Weapons On Campus 32
Weblogs 57
Weekday and Weekend Sign-outs 56
Weekday Schedule 48
Weekend Schedule 48
Weekend Work Program (SWP) 31
What to Bring or Purchase on Arrival 53
Winter Sports 21

CONTACT INFORMATION

School Information

65-1692 Kohala Mountain Road | Kamuela, Hawai'i 96743
 Phone: 808-885-7321 | Fax: 808-881-4003 | Web: www.hpa.edu

Upper School Office

Phone: 808-881-4002 | Fax: 808-881-4050

Mr. Mark A. Noetzel, Principal mnoetzel@hpa.edu 808-881-4053
 Mr. Fred Wawner, Dean of Student Life fwawner@hpa.edu 808-881-4290
 Mrs. Kathy Ogasawara, Administrative Assistant mrso@hpa.edu or upperschool@hpa.edu 808-881-4002

Academics and Student Life Center

Phone: 808-881-4128 | Fax: 808-881-4045

Mrs. Shirley Ann Fukumoto, Assistant Headmaster sfukumoto@hpa.edu 808-881-4041
 Mrs. Rosanne Mitchell, Administrative Assistant rmitchell@hpa.edu 808-881-4128

Office of the Headmaster

Phone: 808-881-4001 | Fax: 808-881-4287

Mr. Lindsay R. Barnes Jr., Headmaster lbarnes@hpa.edu 808-881-4001
 Mrs. Kaky Purdy, Assistant to the Headmaster kpurdy@hpa.edu 808-881-4001

Other Offices

Main Switchboard (Mon. to Fri., 8 a.m. to 4 p.m.) 808-885-7321
 After hours, weekends, and emergencies 808-881-4006

Absence Reporting	808-881-4002	Housekeeping	808-881-4083
Accounting/Business Office	808-881-4043	Information Technology	808-881-4010
Admission/Financial Aid	808-881-4321	Library/Dyer Memorial Library	808-881-4024
Advancement/Development	808-881-4044	Lost and Found	808-881-4048
Art Building/Gerry Clark Art Center	808-881-4081	Maintenance	808-881-4031
Athletic Director	808-881-4027	Music Building/Davenport Music Center	808-881-4375
Athletic Trainer	808-881-4061	Pool/Dowsett Pool	808-881-4028
Auxiliary Programs/Summer Session	808-881-4088	Public Relations	808-881-4099
Bookstore/Mail Room	808-881-4046	Registrar	808-881-4082
College Counseling Center	808-881-4295	Residential Life	808-881-4290
Counseling Services	808-881-4038	Science Building	808-881-4072
.	808-881-4084	Security/Guard on Duty	808-881-4006
Digital Media Lab	808-881-4015	Student Activities/Student Council	808-881-4286
Energy Lab	808-881-4266	Tennis Center/Rutgers Tennis Center	808-881-4037
Food Service/Sodexo	808-881-4020	Theatre/Gates Performing Arts Center	808-881-4067
Health Services	808-881-4022	Travel	808-881-4012

TELEPHONE EXTENSIONS: When calling from the HPA telephone network, please dial the last four numbers of the telephone number listed above.



HANDBOOK ACKNOWLEDGMENT FORM

This form must be signed by the student and advisor and returned to the Upper School Office within seven days of receipt.

I acknowledge that I have received a copy of the 2011-2012 Upper School Student Handbook. I have read and understand the information contained within. I understand and agree that compliance with the rules, codes, and policies outlined in the 2010-2011 Upper School Student and Parent Handbook, including the Information Technology Acceptable Use Policy, is a requirement for continued enrollment and failure to follow said rules, codes, and policies could result in the termination of my enrollment.

Print Student's Name

Student's Signature

Date

Advisor's Signature

Date